

Sweetser Lecture Series
2019-2020 Meeting of the Advisory Committee

Wednesday, November 13, 2019

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street

AGENDA

Call to Order of Meeting (Helen and Sara)

Secretary's Report (Faith)

- Reading of Minutes of Meeting on October 16, 2019 (Susan)
- Approval of above Minutes

Treasurer's Report (Lorraine)

Old Business

- Discussion of web site and Social Media to promote SLSeries
- Review of what Susan and Julie will need for Wakefield 101 Thursday evening, November 21, 2019 (Sara brings flyers, Susan brings banner)
- Discussion on where to save SLS materials (ongoing)

New Business – PUBLICITY WORK SESSION (Committee)

- Susan – envelopes (175)
- Lorraine – stamps (175)
- Helen – lists of 7 groups/addresses
- Sara – 7 group letters, flyers, and SLS stickers
- Joe – update on area newspapers, outlets, Community Calendar, to be contacted electronically
- Faith – tickets schedule
- Julie – additional advertising formats for publicity

NOTE: Meetings of October 30, November 20 and December 4, 2020, are not needed. A January date for a **PATRON WORK SESSION** will be scheduled (Susan).

Adjournment