

Sweetser Lecture Series
2018-2019 Meeting of the Advisory Committee
PREPARATION MEETING for LECTURES
Wednesday, March 13, 2019
7:00 pm
Emmanuel Episcopal Church, 5 Bryant Street

AGENDA

Call to Order of Meeting (Sara)

Introduction to Julie Scott as new member of the SLSAC

Secretary's Report (Faith)

- Reading of Minutes of October 24, 2018 meeting (Faith)
- Mention of Publicity Work Session November 28, 2018 (no minutes)

Treasurer's Report (Lorraine)

Old Business

- Listing of materials that should be kept in archives and where to store them (Comm.)
- SLS banner and posters (Susan)
- Update on meeting with Town Counsel (Lorraine and Sara)

New Business

- Update on Tickets (Faith and Jeanne)
- Update on Patrons (Susan)
- Update on Publicity (Joe, Helen and Sara)
- Discussion of recognition of Dick Henshaw at first (?) lecture
- Speaker introductions and discussion of protocol for the evening of each lecture (bring Helen's list and additional suggestions)
- Explanation of distribution of Eileen McNamara's 25 books (signed by author) through NOBLE system and Dick Haley (Lorraine)
- Discussion on refreshments (Lorraine and Committee)
- Need of volunteer to contact and pick up flowers at Gregory's for first lecture (Joe will be away)
- Next Meeting (TBD, early May) - Wrap-up meeting, with allocation of net proceeds to three charities and initial suggestions of potential speakers for 2019-2020 Series

Adjournment

TOWN CLERK
WAKEFIELD, MA
2019 MAR -6 AM 10:41