

TOWN CLERK
WAKEFIELD, MA

Sweetser Lecture Series
2018-2019 Meeting of the Advisory Committee

Wednesday, May 8, 2019

7:00 p.m. to 8:30 p.m.

Emmanuel Episcopal Church Choir Room

AGENDA

Call to Order of Meeting (Sara)

Secretary's Report of March 13, 2019 meeting (Faith)

Treasurer's Report (Lorraine)

Old Business

- Discussion and comments on this year's three lectures; discussion of getting speakers out to book signing via exit corridor behind podium
- Discussion on lecture Set-up and Refreshments Set-up (Diane and Committee)

New Business

- Donations/vote on net proceeds of 2019-2020 Series to three local charities; letters to charities with checks (Lorraine and Sara)
- Discussion/voting on donation to EEC for meeting rooms; Dave Butler TY letter
- List of Meeting Dates for 2019-2020 (Jeanne and Faith)
- List of potential speakers for 2019-20 consideration (Committee)
- Update on Patrons and ways to increase list; extra ticket policy for 2020; evaluation of record number this year of Patrons and Benefactors (Susan)
- Ticket sales; discussion about effectiveness of exact count of tickets' printing and numbering at ITEM (Faith)
- Publicity efforts and suggestions; addition of Community Calendar (Joe and Helen)
- Discussion of body microphones; explanation of what TSB Theatre has for AV equipment and what Bob has as back-up for AV equipment for our speakers (Bob)
- Discussion of **Wakefield 101** this May; update on Sweetser monument (Lorraine)
- Discussion of thank-you letters to ITEM and Speakers (sent with ITEM lecture article after each lecture) (Sara)

Next Meeting – To be determined

Adjournment