

Sweetser Lecture Advisory Committee
Wednesday, April 12, 2023 – 7:00 pm
Emmanuel Episcopal Church, 5 Bryant Street

Fall 2023 Lecture Series

AGENDA

Call to Order of Meeting (Julie) Secretary's Report (Faith)

Confirm Minutes of March 6, 2023

Treasurer's Report - as of final week of March, 2023 (David)

Old Business

SLS storage of Sweetser banner and copies of DVD's,
library storage update: Helen. Susan will house her signage.

New Business

1. Volunteer Appreciation review
2. Tax free number on town letterhead
3. Discussion of members
4. List of items Sara has completed in the past to be delegated to others, see below.
5. Discussion of Fiscal Year and determination of when and who to disperse net proceeds to three local charities early May-pictures for publicity? Additional suggestions for charity recipients (Committee). Plan dates.
6. Confirmation of TSB Theatre for Speaker dates (Julie)
7. Packets for 4 Speakers (all Packets due back by April 25, 2023)
(Sara)
 - Initial Confirmation Letter
 - Speaker Information Sheet
 - Speakers' Talent Release Form
 - W-9 tax forms for Town of Wakefield (all except William Martin)
 - Request for preferred Bio and Picture

8. Rejection Letters to Prospective Speakers, including three 2023-2024 hopefuls (Sara)
9. Discussion on appeal to TSBank for \$3,000 to \$4,000 Speaker Fees; letter of appeal (Committee)
10. Announcement of Fall 2023 Series; discussion of Publicity timeline (Joe, Helen)
 - ITEM announcement, possible AD in papers
 - List of area media outlets
 - Announcement article to John Laidler, ***Boston Globe***
11. Scheduling Work Session for Mailing letters to groups; additions include: area Food Pantries, Military associations, area Police and Fire Departments, etc. (Helen) Need for stamps for letters to benefactors, stationery, envelopes, labels
12. Scheduling Benefactors/Patrons appeal; postcard announcement to all Benefactors and/or Patrons? (Committee) (Susan)
13. Contacting Sweetbay for Ticket Sales; other ideas? Reading book store, Stoneham book store, Barnes and Noble in Lynnfield, library, Brightview in Wakefield? Continue to discuss payment types vs ticket only sales. Finalize how much Benefactor/Patron cost will be. (Jeanne)
14. Work on WMGLD form for 12,000 residents; permission to schedule ITEM printing (Committee)
15. Review of The Savings Bank Theatre set-up by custodians, contact is Amy Loews, Julie and Sara met with Amy to set dates on calendar.

Any other items?

Next Meeting (TBD) and focus of meeting

Adjourn meeting