

Sweetser Lecture Series
2021-2022 Meeting of the Advisory Committee

Wednesday, November 3, 2021

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street, Wakefield

AGENDA

Call to Order of Meeting (Sara)

Secretary's Report (Faith)

- Reading of Minutes of last meeting on March 12, 2020 (Faith)
- **Treasurer's Report** (status as of October 26, 2021) and information gathering at the Town's Accounting Office (Lorraine)

Old Business

- Listing of materials that should be kept in archives and where to store them (Comm.)
- SLS banner and posters for lecture events (Susan)
- Evaluation of Procedures for returning money to ticket holders in case of a cancellation of Speaker and/or Lecture Series
- Suggestions for Web page designer

New Business

- Communications with TOWN ADMINISTRATOR, TOWN COUNCIL and SHERRI DALTON, June to October 2021 (**Sara**)
- SLS Advisory Committee membership; honoring Diane Lind's contributions to SLSeries
- Discussion of Scheduling Dates of Lectures
- Discussion of Speakers for 2021-2022 Series
- Committee Members, Assignments and Duties:
 - AV, Community Calendar Updates, Flowers/Lectern/Banner, Patrons, Programs, Publicity, Speakers, Refreshments, and Tickets
- Update concerning (electronically) scheduling The Savings Bank Theatre through Trudy Connelly, Superintendents Office, Wakefield Public Schools (Sara)
- Discussion of Donation to EEChurch for past meeting rooms for 2019 – 2020 year, and uncashed check situation (Lorraine)
- Scheduling Dates for future Meetings (Faith and Sara)

Adjournment