

Sweetser Lecture Series
2021-2022 Meetings of the Advisory Committee

Wednesday, March 30, 2022

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street, Wakefield

AGENDA

Call to Order of Meeting (Julie/Jeanne)

Secretary's Report

- Reading of Minutes of February 3, 2022 meeting (Faith)

Treasurer's Report (status as of March 2022 – Lorraine)

- Discussion of Fiscal Year 2021 – 2022, anticipated expenses
- Discussion of Fiscal Year 2022 – 2023, anticipated expenses

Old Business

- Roster of Speakers, Dates, Titles, Confirmation Packets, returned forms, and Fees
- Update on Website progress
- Update on The Savings Bank Theatre and expenses; special recognition of efforts of Trudy Conley and Tom Bankert (Wakefield Public Schools' Personnel Department)

New Business

- Scheduling ITEM PRESS for Ticket printing (Faith) and 12,000 flyer printing for WMGLD billing cycle (Sara)
- Discussion of how and when to best notify the Media/ Globe's John Laidler//the General Public/Selected Groups/Benefactors and Patrons of Fall 2022 Series (Joe, Susan, Helen and Sara)
- Discussion of Ticket outlets and Ticket procedure (Julie, Sara, Faith and Jeanne)
- Discussion of letter to The Savings Bank and fees' request (Susan, Lorraine and Committee)
- Review of best proposed time frame for projects and duties for April 2022 to September 2022 schedule (Advisory Committee)
- Scheduling dates for future Meetings at EEC (Faith)
- Scheduling of Advisory Committee member to conduct next meeting (mid-to-late-April 2022)

Next Meeting: TBA (Faith, for EEC, in April) - Work Session on Publicity (Helen) and/or Benefactor/Patron mailings (Susan)

Adjournment

