

Sweetser Lecture Series
2019-2020 Meeting of the Advisory Committee
Wednesday, October 16, 2019
7:00 p.m.
Emmanuel Episcopal Church, 5 Bryant Street

Meeting Minutes

Attending: Joe Spear, Lorraine Lackey, Julie Scott, Jeanne Blumer, Diane Lind, Bob Burk .
Sara Murphy, Helen Hincman and Susan Kilkelly

Meeting called to order: 7:00 p.m. Julie Scott led the meeting

Minutes of the last meeting: The minutes were accepted with no changes.

Treasurer's Report: No change in finances since the last meeting

OLD BUSINESS:

Website/Social Media: Julie contacted Mehreen Butt who will be happy to help us with our Facebook page. Julie and Susan will meet with her. In addition to information about the upcoming lectures we can put up posts about prior speakers in the news as we have occasionally done in the past

We would like to figure out if we can piggyback onto the Town's website. We w
talk to Mehreen also for suggestions of who to contact at Town Hall.

Taking Inventory: The stamps have been accounted for. We have enough stationery and envelopes for this year. Sara has a supply of SLS stickers - nearly 300 she thinks.

Publicity: The next step is to hold a meeting to put the publicity mailings together even though they will not be mailed out until January. Helen has had computer troubles and isn't sure what she has in the way of a list of groups to mail publicity to. She will check on that. If it needs to be retyped Susan offered to help. Sara may also have a list. Sara will prepare letters targetted to different groups. Susan will bring envelopes and Lorraine, stamps. Each member will bring a black pen.

After much discussion, it was finally decided that the publicity meeting will be held on November 13th. We will cancel the October 30th meeting.

Wakefield 101: Susan and Julie will represent the group on November 21st at the library. Susan will confirm with the library. We will bring: a small poster, a list of past speakers, a list

of committee members and flyers for the 2020 Series.

Archives: The possible items that should be stored for the Committee and DVD's of lectures, programs (many of them signed by the speaker), copies of old flyers and minutes. The minutes are not now in one place and would have to be retrieved from various secretaries and substitutes. It was felt that we should not worry about the minutes. We can figure out how much space the other items will take up.

NEW BUSINESS:

Dates of Lectures: The dates are all set. We got very lucky as few dates were available at the Savings Bank Theater.

Flyers for MGLD bills: We are scheduled for the February billing cycle. Sara will get a copy of our flyer to the Item to be copied before December 1, 2019.

Lecture Packets: The packets with the confirmation letters and other documents have been sent to each prospective speaker with instructions. The Talent release form is returned to Bob Burk. The Tax information will go to Lorraine.

Notices to Town Council and Sherri Dalton:

Sara will make sure the usual letter goes to the Town Council, via their secretary, Sherri Dalton, with all the necessary information.

Julie informed us that the Town Council has been scanning and posting all items that are in the Town Councillor's packets before each meeting. This has inadvertently led to some private citizen's addresses, phone numbers and emails being available on line. The Town is working on redacting such information especially when protected by law.

We agreed that the home addresses and phone numbers of our speakers should not be posted. Sara will talk to Sherri Dalton to make sure the information is not included. It was suggested that the addresses and phone numbers be put on an attachment rather than in the body of the letter to make it easier to omit them when scanning.

Speaker coming to Wakefield: Julie informed us that Peter Dustin, a Lynnfield native that she had suggested to us as a possible speaker in the past will be speaking at the Galvin School on November 8, 2019. (He had known her uncle Gerald when he was a boy scout, soon before Gerald was killed in the Korean War. Without the Scott family knowing it he spent a lot of time investigating Gerald's death and burial in Korea..)

MEETING ADJOURNED: 8:45 p.m.

Next meeting is November 13, 2019

