

**Sweetser Lecture Series**  
**2019-2020 Meeting of the Advisory Committee**  
**Wednesday, November 13, 2019**  
**7:00 pm**  
**Emmanuel Episcopal Church, 5 Bryant Street**

**Meeting Minutes**

**Call to Order of Meeting**

Sara called the meeting to order at 7pm.

**Secretary's Report**

Susan read the minutes for the meeting on October 16, 2019. Members approved the report unanimously.

**Treasurer's Report**

Lorraine reported that there were no changes this month.

**Old Business**

- Discussion of web site and Social Media to promote SLSeries. Joe will have an article ready for the Item when the tickets are available.
- Review of what Susan and Julie will need for Wakefield 101 Thursday evening, November 21, 2019.  
Sara will bring flyers, Susan will have the banner
- Discussion on where to save SLS materials (ongoing)

**New Business – PUBLICITY WORK SESSION (Committee)**

The available supplies are listed below:

- Susan – envelopes (175)
- Lorraine – stamps (175)
- Helen – lists of 7 groups/addresses
- Sara – 7 group letters, flyers, and SLS stickers

- Joe – updated us on area newspapers, outlets, Community Calendar, who will be contacted electronically. Joe will prepare an article for the Community Calendar in February. A This is Wakefield page will be published in March.
- Faith – will order tickets, and will give a supply to Smith's Drug when they're printed.
- Julie – will explore additional advertising formats for publicity.

The committee prepared letters with the Sweetser flyers to mail out in January.

NOTE: Meetings of October 30, November 20 and December 4, 2020, are not needed. A January date (tentatively scheduled for 1/20) will take place for a **PATRON WORK SESSION**.

### **Adjournment**

The meeting adjourned at 8:15 pm