# Sweetser Lecture Series
## 2021-2022 Meetings of the Advisory Committee
### Wednesday, March 30, 2022
### 7:00pm
### Emmanuel Episcopal Church. 5 Bryant Street, Wakefield

## Minutes

**Call to Order of Meeting**

Sara called the meeting to order at 7:04 pm

**Secretary's Report**

The minutes of the February 9, 2022 meeting were approved unanimously.

**Treasurer's Report (Status as of February 2022)**

Lorraine reported on our financials. The report was accepted. She explained in depth our anticipated expenses for Fiscal Year 2021-2022 and Fiscal Year 2022-2023.

**Old Business**

Our balance is currently in arrears. Lorraine has spoken to the Town and expenses will be picked up through the guaranteed fund if we go below $10,000. Only the amount over the $10,000 can be given to charity.

A motion was passed to have the Wakefield Daily Item print 100 postcards that we can send to patrons and benefactors to assure them that our program will take place in the Fall. Julie, Jeanne and Sara will design the postcard.

**New Business**

Sara will compose a letter for The Scholarship Fund to accompany the check to TSF in Diane Lind's memory.

Sara will also send a letter to Maryesther Fournier on her retirement from Smith Drug with our gratitude for acting as a SLSAC ticket outlet for many years.

We will request $2,500 from The Savings Bank this year (Sara will write it.)

Kate Larson requested that her honorarium be added to SLSAC charity donations this year.

A date to put together our publicity will depend on Helen's availability and the best time during the summer and when tickets are available for purchase.

We will plan on sending out the Patron letters 10 to 12 weeks before the lecture series, either the last week in June or the first in July.

Due to regulations at the Savings Bank Theater no refreshments will be served this season.

The ticket outlets this year are Sweetbay Flowers and the Wakefield Item.

**Next Meeting: Wednesday, April 20, Emmanuel Episcopal Church at 7:00 pm. Jeanne will run the meeting.**

The meeting was adjourned at 8:30 pm.