

Sweetser Lecture Series
2021-2022 Meetings of the Advisory Committee

Wednesday, MAY 18, 2022

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street, Wakefield

Meeting Minutes

Call to Order of Meeting (HELEN)

Helen called the meeting to order at 7:30 pm following a work session from 7 to 7:30 pm to prepare publicity letters for mailing – signing, stuffing, stamping and labeling envelopes for mailing. Approximately 150 – 200 letters will be sent to Publicity groups with an enclosed schedule for the Fall.

Secretary's Report

The minutes from the April meeting were approved. (FAITH)

Treasurer's Report (LORRAINE)

Lorraine reported the status of our finances for this fiscal year. We will begin receiving payments for our Fall lecture series after July 1.

New Business

- Julie reviewed options for our website and Facebook advertising. We will continue to explore this next month.
- Flyers are being prepared to publicize our series and will be available in June
- In June the committee will work on signing, addressing and stamping about 75 letters and response cards to past and potential new Benefactors/Patrons.

The June meeting is scheduled for June 8th at 7 pm at Emmanuel Episcopal Church.

Adjournment 8:30 pm