

Sweetser Lecture Series
2022-2023 Meeting of the Advisory Committee

Wednesday, September 7, 2022 – 7:00 pm
Emmanuel Episcopal Church, 5 Bryant Street
(Preparation Meeting for Fall 2022 Lectures)

Meeting Minutes

Call to Order of Meeting

Sara called the meeting to order at 7:08 pm.

Secretary's Report

- Faith read the minutes of the June 8, 2022 Benefactors/Patrons Work Session. The minutes were approved.

Treasurer's Report

Lorraine reported on the treasurer's report as of the first week of September 2022. The report was approved. A check for Stephen Puleo will be ready for pick up on September 21, 2022.

Old Business

- Listing of materials that should be kept in archives is ongoing with the Committee.
- Susan will hold and set up the banner and posters at the lectures. The banner should be higher on the podium. There is no other set-up required by the SLSAC to handle.

New Business

The rest of the meeting involved planning for the upcoming lectures:

- To date we have sold most tickets at SweetBay. We will have tickets available for walk-ins. Jeanne and Lorraine will handle the ticket sales at the lectures.
- Susan updated us on benefactors and patrons. We have more benefactors this year but slightly fewer patrons. As of September 1, we have 35 benefactors and 16 patrons for a total of \$4,080. Last year we had 60 benefactors and patrons just prior to the first lecture.
- Susan and David agreed to represent Sweetser at Wakefield's Town Day. They will highlight historical information about the organization and have tickets available for the remaining 2 lectures.

- Julie has taken care of the Programs of the lectures.
 - Joe, Helen and Sara have taken charge of publicity.
 - Sara has taken charge of the speaker's AV requests and set-up at the hallway before the entrance to TSB Theatre with the assistance of Bob Burk and Trudy Conley.
 - Julie will introduce each speaker. We reviewed the Question & Answer protocol for each lecture as well as other protocol for the evening of each lecture (bring Helen's list and additional suggestions)
 - Joe will pick up flowers at Gregory's before each lecture
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- The next meeting will be on November 30, 2022 at Emmanuel Episcopal Church at 7pm. This is the wrap-up meeting, to allocate net proceeds to three charities before the end of our fiscal year. We will also discuss suggestions for potential speakers for the 2023-2024 Series

Adjournment

The meeting adjourned at 8:25 pm.