

**Sweetser Lecture Series**  
**2018-2019 Meeting of the Advisory Committee**  
**PREPARATION MEETING for LECTURES**  
**Wednesday, March 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 7:05 p.m.

**Introduction to Julie Scott as a prospective new member of the SLSAC**

Sara introduced us all to Julie, daughter of Yvonne and Jim Scott. She is already knowledgeable about SLSAC since her mother served for many years. We would be happy to have her as a new Board member.

**Secretary's Report**

- Reading of Minutes of October 24, 2018 meeting
- Mention of Publicity Work Session November 28, 2018

**Treasurer's Report and forms to be signed for the Accounting Department**

Lorraine reported that we are in good shape now. Upcoming expenses should be about \$2,200: our net income to date is about \$4,500. Ticket sales are still coming in well. We distributed \$7,300 to charities last year. We should be close to that figure this year as well. We agreed to send the church \$150 again this year for use of the meeting space.

Lorraine provided the forms to sign in order to add Julie to our membership. Julie will speak to Sherri Dalton at Town Hall and follow the procedures to be approved by the Town Council. She will advise Sara when the approval has been made.

**Old Business**

- Listing of materials that should be kept in archives and where to store them (Comm.)

Deferred until the next meeting due to time limits.

- SLS banner and posters (Susan)

Susan confirmed that she is in possession of these.

- Update on meeting with Town Counsel (Lorraine and Sara)

Sara and Lorraine met with Tom Mullen, Town Counsel to discuss 2 issues that have risen this year: (1) compensating one of the speakers for travel to the lecture and (2) purchasing of one speaker's books for distributing to Noble system libraries. The discussion was informative and the SLSAC will follow Mr. Mullen's recommendations.

### **New Business**

- Update on Tickets (Faith and Jeanne)

Ticket sales are going well; we have approximately 60 series tickets and a few single lecture tickets left.

- Update on Patrons

Susan said that ticket sales to benefactors and patrons are higher than last year. She noted that a few patrons have become benefactors.

- Update on three Programs

Helen is working on the programs. No issues.

- Update on Publicity

The *Here's Wakefield* page will be published this week. Joe and Helen have submitted several articles to the Item. We've gotten good publicity with the Item, including articles on each individual speaker as their lectures near. We discussed making sure that the lectures are listed on the library's calendar and the Town's.

- Discussion of recognition of Dick Henshaw at first (?) lecture

We will recognize Dick's many years on the SLSAC (about 32?) at the first lecture he attends this season. Susan will introduce him and make a presentation to him.

- Speaker introductions and discussion of protocol for the evening of each lecture (bring Helen's list and additional suggestions)

We thanked Helen for her work on the protocol for lecture nights. It provides uniform guidance for all Board members to follow. Susan will introduce and facilitate the first lecture Q&A, and Julie will do the second lecture. Faith will greet people as they enter the high school and direct them to the ticket table and auditorium.

- Explanation of distribution of Eileen McNamara's 25 books (signed by author) through NOBLE system and Dick Haley

Sara and Lorraine explained the procedure suggested by Town Counsel (see above). Dick Haley will bring the books and Eileen McNamara will sign them after the lecture. The books will go to Jeff Klapes at the Library and he will be in charge of distributing them through the Noble system on a first come first serve basis.

- Discussion on refreshments

Lorraine introduced a plan to have several committee members bring 2 12-paks of 8 ounce bottles of water (each) instead of having soda bottles. Helen, Julie and Diane volunteered to bring water. The rest of the members will provide nut-free food.

- Need of volunteer to contact and pick up flowers at Gregory's for first lecture (Joe will be away)

Faith volunteered to contact Gregory's about the flowers. She will pick them up for the first lecture since Joe will be away.

- Next Meeting (TBD, early May) - Wrap-up meeting, with allocation of net proceeds to three charities and initial suggestions of potential speakers for 2019-2020 Series

The date will be established via email responses concerning available dates.

## **Adjournment**

The meeting adjourned at 8:35 p.m.