



LWSC Council of Excellence  
Committee Report -March 12, 2019

Submit report to: [lwscouncilofexcellence@gmail.com](mailto:lwscouncilofexcellence@gmail.com)

**Committee:** Courtesy & Sunshine  
**Officer/Chair:** Adrienne Smith  
**Committee Members:** Dorothy Wright, Frenzina Russell

**1. ACTIVITIES COMPLETED FOR THIS MONTH:**

- *Monthly Committee meeting*
- *Created a excel spreadsheet of all email addresses for clubs, classes & groups.*
- *Created verbiage to send to all clubs, classes & Groups monthly.*
- *Received postcards to send to members. The three types of postcards are get well, sympathy, and we miss you.*

**2. ACTIVITIES PLANNED FOR FUTURE:**

- *Send monthly emails to clubs, classes & groups*
- *Once receive from clubs, classes & groups put names on cards and give to staff to address & mail.*
- *Solicit more members for Courtesy & Sunshine committee*

**3. ACTION REQUIRED FOR EXECUTIVE COMMITTEE:**

- *Determine if names of members that need well wishes can put in suggestion box.*

**4. ACTION REQUIRED FOR LWSC:**

- *Address and mail postcards to members*

**5. MOTION STATED FOR EXECUTIVE COMMITTEE  
CONSIDERATION/RESOLUTION/RECOMMENDATIONS:  
NONE**

**6. CONCERNS, OPPORTUNITIES FOR CELEBRATION:**

**7. OTHER:**