



PROGRAM COMMITTEE REPORT

COMMITTEE: Program

DATE: 12 March 2019

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: Pat Arnold, Wilma Byrd, Charlene Daise, Amelia Dent, Glenda Erskine, Johnnie Hughes, Sharon Maynor, Johnnie Presbury, Connie Wilson

1. ACTIVITIES COMPLETED FOR THIS MONTH:

a. With the assistance of Jonquil Harris, the Center's Program Coordinator, the committee reviewed the policies and procedures for Instructors.

- Make up Classes
- Instructors Contracts

After agreeing to add these sections to the Instructors Handbook, the Committee approved the following for the Policies and Procedures of the Program Committee.

- b. Sharon Maynor and Glenda Erskine agreed to be co-secretaries for the Committee in the absence of Charlene Daise.
- c. Connie Wilson agreed to be the parliamentarian for the Committee in the absence of Johnnie Hughes.

2. ACTIONS PLANNED FOR THE FUTURE:

- a. The Committee will meet periodically with Jonquil Harris, Program Coordinator regarding cancellations or additions of courses, clubs, and groups.
- b. The Committee agreed to meet with the Program Coordinator as issues arise for which she would like the Committee's advice.

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

a. The committee is grateful for Jonquil Harris, Program Coordinator. She plans to attend the Committee's meetings whenever she is available. She also thanked the Committee for its work and support, and she expressed how much we have helped her. We also appreciate Ericia King who periodically attends our meetings. She has made a number of helpful suggestions.

b. Some names of the recent additions to the Program Committee were not on the Council of Excellence Volunteer section of the kiosk and need to be added:

• **Connie Wilson** • **Wilma Byrd** • **Amelia Dent** • **Sharon Maynor**

c. Rochelle Evans encouraged the Committee members to attend the CoE executive board meetings and the general membership meetings.