



**LWSC Council of Excellence  
Executive Board Meeting Minutes - August 14, 2018**

**Attendees:** Charleen Knox, Sarah Hemphill Bonner, Annette Hill, David Jones, Erica King, Hazel Daniels, Anna Marie Baity, Rochelle Evans, Janet Proctor, Merrill White-Fears, Frankie Pendergrass, Hazel Daniel, Adrienne Smith, Sonja Elliott, Tyrone Bailey, Marcia Hunter, Conneva Hall, Patricia Jackson, Mary Bolton, and Lorena Williams.

Vice President, Sarah Hemphill Bonner called the meeting to order at 10:02 am.

Secretary Annette Hill read minutes from the July 10<sup>th</sup> meeting. With corrections and addition of a Nominations Report, minutes were approved and accepted.

President Knox then called for committee reports.

**Committee Reports:**

***Issues and Concerns:*** Chair, Frankie Pendergrass reported only one of the forty issues received since March 27<sup>th</sup> is open! An additional 13 issues were received in July. All have been reviewed and appropriately assigned. Some include: call box in back parking lot; lights in back stairwell and a portable ventilation system in pottery and art room.

***Nominations Committee:*** Chair, Janet Proctor provided an update regarding the process for the election of the Council of Excellence Executive Board for the 2019 term to include eligibility; publicity and the process. Janet also proposed several changes to the By Laws that required the committee's vote. A full report is attached to the minutes.

***Program Committee:*** Chair, Rochelle Evans is continuing to work with Jonquil (LWSC) to ensure proper alignment and procedures for classes and instructors. Rochelle also reported the number of persons responding to new offerings: Drill Team – 35; WWII Bowling 25; Floral Arrangements. Next class session begins September 25, 2018 and will be 8 instead of 10 weeks. Core is 4 weeks. Full report is attached to the minutes.

***Special Events:*** Chair, Hazel Daniel detailed upcoming events planned. The next event is scheduled for September 7, 2018, An Old Time Gospel Music Fest. The committee plans to sell popcorn during the event. The Committee is also working on a celebration for the National Day of Prayer and Remembrance. Full report is attached to the minutes.

***Community Service:*** Chair, Merrill White Fears met LWSC Director and Volunteer Services Department Chair. As a result, the following partnerships were added: Meals

On Wheels, RSVP, Volunteer Nursing, County Sponsored Events, and Veterans Partnership. Also, have provided all COE volunteers to be added to the kiosk. Also working with the Senior Vice Commander of Chapter 91 of the Decatur DAV to salute all Vietnam Veterans. The full report is attached to the minutes.

***Courtesy and Sunshine:*** Chair, Adrienne Smith would like to better support the hospitalized and bereaved families. Ericia King, LWSC discussed the possible conflicts with the HFFA laws. One suggestion from Mary Woodard was to lace a box some to collect names of those reported. The box could be checked weekly by committee.

***Welcome and Hospitality:*** Chair, Conneva Hall is working with new LWSC contact person, Chiquita Thomas to host a kick off for the new members who joined between January and August 2018. Event date is September 12<sup>th</sup>.

***Decorating:*** Newly appointed Chair, Mary Bolton introduced herself and proposed action from some immediate observations; e.g., vases in foyer and continue Christmas decorations. Also expressed a desire for committee members. Mary will work with Hazel to ensure appropriate decorations for planned events.

***Health and Wellness:*** Newly appointed Chair, Sonja Elliott introduced herself and is working with Merrill to determine where to coordinate and support. She is looking to connect with Bettye and Taliah..

***Outreach Services:*** Newly appointed Chair, Pat Jackson has been a member since April is looking to mobilize efforts to go to the homes of members as requested.

***Safety:*** Chair, Anna Marie Baity reported on meetings to ensure safety evacuation plans and procedures are in place by September 1<sup>st</sup>. Also, a fire drill is planned for September. Committee is also securing volunteers to cover the eight safety zones in the building.

## **OLD BUSINESS:**

***Memorial Bricks:*** Based on the popular vote, the bricks will be returned to the front of the building. Marcia Hunter discussed her budget process and her commitment to work with the committee to ensure the final product is acceptable to all.

## **NEW BUSINESS:**

***Recommended Changes to COE By Laws:*** Nominations chair, Janet Proctor recommended changes to the By Laws.  
As follows:

a. Recommend “combining Articles V and VI” thereby changing the Name to: “Nominating and Election Committee.”

b. Change the number of members from five (5) to: “three (3) to five (5) members.”

c. Under Article VIII – Committees:

1 of 2

Add a new Section 3. - Qualities of Committee Members. Committee members should be:

Selected on merit and ability.

Have the appropriate knowledge and expertise capable of making a valuable contribution to the Committee.

Be able to devote adequate time to the responsibilities involved.

Be tactful and discreet, with integrity. Be able to keep all deliberations confidential.

d. Change Election date from January to *March* of each year.

e. Publicize Elections in *February (no later than the 2<sup>nd</sup> Tuesday)*.

f. Change Elections to the *2<sup>nd</sup> week in March. Early Voting shall commence 3 days prior to the official Voting/Election date.*

g. Install newly elected Board Officers and Committee members on *April 1<sup>st</sup>*.

h. Newly elected Board Officers and Committee members will hold their first official meeting in *April*.

i. *Current Nominating Committee Members shall serve until installation of the newly elected Committee.*

j. Recommends a *Welcome Letter* be given to the newly elected CoE Board Officers and Committee Members stating their responsibilities and time commitments. The Nominating Committee will prepare a draft letter and present to the CoE Board. (Note: LWSC does not have a Welcome Letter for Volunteers.)

k. Recommends an *Annual Performance Evaluation* for the CoE Board and Committee members. Nominating Committee will prepare a draft Evaluation Form that will coincide with the Nine Nat’l Standards of Excellence from the Nat’l Council on Aging & Nat’l Institute of Senior Centers (NCOA/NISC).

All proposed recommendations were accepted and approved by the Executive Board.

## UPCOMING EVENTS

All committee reports should be forwarded to [lwscouncilofexcellence@gmail.com](mailto:lwscouncilofexcellence@gmail.com) at least one week before the meeting. All meetings are scheduled for the second Tuesday of each month.

**Next Meeting:** October 9, 2018

## ADJOURNMENT

The meeting was adjourned at 11:55 a.m.