



**LWSC Council of Excellence
Executive Board Meeting Minutes – October 9, 2018**

Attendees: Charleen Knox, Adrienne Smith, Anna Marie Baity, Annette Hill, Ericia King, Hazel Daniel, Rochelle Evans, Janet Proctor, Merrill White-Fears, Frankie Pendergrass, Sonja Elliott, Patricia Jackson, Barbara Jamison, David Jones, Frenzina Russell and Charlene Love.

Vice President, Sarah Hemphill-Bonner called the meeting to order at 10:00 am.

Secretary Annette Hill read minutes from the September 11th meeting.

Corrections: Add Gabriel Murphy's last name to minutes. Delete double attendees. Minutes were approved and accepted. Motioned by Ms. Pendergrass, seconded by Ms. Baity.

President Knox then called for committee reports.

Issues and Concerns: Chair, Frankie Pendergrass reported receiving three issues since September. No updates at this time. Discussions will continue.

Program Committee: Chair, Rochelle Evans reported the committee has not received additional requests to schedule classes. Chair clarified that Wii Bowling is an activity, not a class. Charleen agreed to discuss the LWSC process for starting the Drill Team to Maudell.

Special Events: Chair, Hazel Daniel detailed the progress for upcoming events. Plans are ongoing and include coordination with appropriate people. Chair has requested Decorations Committee involvement. All Project Leaders for each upcoming event are in place. The next event is the Afternoon of Jazz Program scheduled for November 16, 2018, Galaine Knox is the Project Leader.

Bylaws Committee: President Knox mentioned her continued coordination with Chair, Gloria Steeger. Progress updates are forthcoming.

Community Service: Chair, Merrill White Fears reported conducting presentations for Dekalb County Schools to determine partner opportunities (McNair, Redan, Miller Grove). She will partner with Mr. Williams to create an Arts type generational project with chosen schools. A question from the floor: What is the expected participation of LWSC in the community? There was also a question regarding the possibility of a narrower focus for planned activities throughout the year.

Courtesy and Sunshine: Chair, Adrienne Smith continues to finalize the details of a process to reach members during long absences. LWSC Ericia King provided a clarification of responsibility. The LWSC staff will be responsible only for addressing the cards. The COE Executive Committee members offered donations, however a budgeting process is still necessary and in discussion.

Decorating: Chair, Mary Bolton. No update this month.

Health and Wellness: Chair, Sonja Elliott discussed the plans to provide a volunteer nursing station. Committee will meet with Donna Dees, Dekalb for Seniors to prioritize planned services with costs, then create a budget.

Welcome and Hospitality: Chair, Conneva Hall. LWSC has postponed the Kickoff for new members until a future date. No further updates this month.

Nomination and Elections Committee: Chair, Janet Proctor developed a 15 question Member Satisfaction Survey regarding the activities and accomplishments of the COE Executive Committee. It will be distributed and discussed at the next monthly meeting. They also developed and provided a Standard Operating Procedure (SOP) as part of their report. Comments and suggestions are welcomed and could be further discussed at the next meeting. Also, Ms. Proctor developed a Fact Sheet to provide general information about the COE to the LWSC membership.

Outreach Services: Chair, Pat Jackson is working on a LWSC Inreach Day to provide a Spa Day for caregivers. Committee is working with Donna Dees (DfS) and Adrienne Smith. Committee is collecting information from travel trainings attended (MARTA and LYFTE) that could be valuable to all members of the LWSC. Committee is also working to provide feedback on the I-20 Transit Strategic Plan.

Safety: Chair, Anna Marie Baity and committee have finalized and shared the safety zone assignments. Committee has requested a Fire Marshal for Fire Safety Week. LWSC Erica King will coordinate securing the fire Marshall. To ensure safety, Anna Marie did a monthly review of safety equipment. Per Mr. Ross, Security Guard, three fire extinguishers were replaced, other equipment is okay. Committee is still waiting for the Safety Plan and Fire Drill date from LWSC Safety Coordinator, Tyrone Bailey.

OLD BUSINESS:

Use of TV Screens. Erica King, LWSC reported the procedure and process are not yet in place. Is working with Gabriel Murphy to finalize decision.

NEW BUSINESS:

In an effort to educate the general membership on the Council of Excellence, the Executive Board members will visit various classes and use the Fact Sheet to provide information and answer any questions members may have. Volunteers are:

Adrienne Smith - Ceramics, Gardening and Quilting Classes

Pat Jackson – Line Dance and Internet Classes

Rochelle Evans - Stress, Writers, and African American Arts Classes

Frankie Pendergrass – Piano Class
Janet Proctor – Modeling, Zumba and Line Dance
Sonja Elliott – Writing Class
Frenzina Russell – Basic Computer

Audience volunteers
Patrinia Johnson – People with Disabilities

DIRECTOR’S COMMENTS

Ericia King, LWSC designee asked the committee to work with her and allow her to make staff assignments. This allows effective management of the flow of work and ensures the Council gets a response in a reasonable time.

ANNOUNCEMENTS/UPCOMING EVENTS

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

Next Meeting: November 13, 2018

Let’s Talk Quarterly Meeting: November 14, 2018

Karaoke Party: January 18, 2019

Valentine’s Day: February 14, 2019
Musical/Play entitled “Love is Forever”
(The main characters in this play have been cast; rehearsals will start
In October 2018)

Black History Events: February 5, 20, 25, 2019

Mardi Gras/Caribbean Party: March 5, 2019

ADJOURNMENT

Frankie motion adjourning the meeting; Sarah seconded. The meeting was adjourned at 11:37 a.m.

Please continue to pray for Bettye Davis and family.