



LWSC Council of Excellence
EXECUTIVE BOARD MEETING MINUTES – JANUARY 15, 2019

Attendees: Anna Marie Baity, Conneva Hall, Janet Proctor, Frankie Pendergrass Pat Jackson, Hazel Daniel, Rochelle Evans, Sarah Hemphill-Bonner, Sharon Maynor, Adrienne Smith, David Jones Charleen Knox, Ercia King, Bridgette Thompson.

Other Attendees: Billie Hill, Gertrude Taylor, Margaret Hester, Brenda Goodman, Lorena Williams, Amelia Dent, Rochelle Erkins, Glenda Erskine, Dorothy Linton, Charlene Love, Dorothy Wright, Charlene Payne, Mary B. Cert, Willie M. Holt, Wilma Byrd, Marcia Glenn-Hunter, Frenzena Russell, Senella Watson, Lillie Watts.

Vice President Sarah Hemphill-Bonner called the meeting to order at 10 am and asked all Council of Excellence members to introduce themselves.

President Charleen Knox informed us that COE Secretary – Annette Hill – was out due to illness. Janet Reed read the minutes in her absence. Following the reading of the minutes, a motion was made to accept the minutes by Frankie Pendergrass and seconded by Conneva Hall. Hazel Daniel took the minutes for the January 15th meeting in the Secretary's absence.

COMMITTEE REPORTS:

ISSUES AND CONCERNS: Chair, Frankie Pendergrass shared that the Council has received 116 suggestions from LWSC members. She explained that some were "Thank you" notes (7) expressing appreciation to the Council paying for hearing their voices. Class size and scheduling (30 suggestions) continued to be a challenge, and there were 36 suggestions regarding "how to make the facility run more seamlessly." There were 14 suggestions about safety concerns in the pool area. "Additional activities" were recommended (14 suggestions), parking initiated 6 issues along with suggestions for better enjoyment of the Victory Room. Seven (7) concerns fell in the "other" category.

PROGRAM COMMITTEE: Chair, Rochelle Evans acknowledged her new members - Wilma Byrd, Amelia Dent, Sharon Maynor and Connie Wilson. Activities completed for the month included making modifications to the Course Description Proposal Form. Approved was the revised Instructors Guide, modifications to the Members Course Request Form, and a change of the "Course Description Proposal" to "Instructors Proposed Course Description." The committee adopted the procedure for members to request/recommend courses/clubs and created a procedure for interested members to request a course by completing the Members Course Request Form.

SPECIAL EVENTS: Chair, Hazel Daniel talked about the activities for two upcoming events, the February 14th play, "Love is Forever" and the January 18th Karaoke Dance Party. For the play, rehearsals are continuing and the flyer announcing the play has been submitted to the Administrative Office for marketing. Activities concerning the planning of the Karaoke Dance Party included conferring with the project leader Marilyn Franklin. Chair continue to communicate with several DJ's regarding participation in the event and solicit quotes; finalizing the final selection. It was reported that a company had been selected and proposal was sent to the Administrative Office for approval.

BYLAWS COMMITTEE: Chair, Janice Proctor discussed the bylaws draft that was prepared and reviewed with COE President, Charleen Knox. There were questions about proceeding with this document (draft 11, dated January 11, 2019). Information will be sent to the Board of Excellence Council members for review and comments. It was requested that the review initiate some type of response. If there are no changes to the document, Council members should indicate "no comment" in a reply.

COURTESY & SUNSHINE: Chair, Adrienne Smith shared that the Committee had requested three postcards (get well, sympathy and we miss you cards) to be designed by the LWSC Administrative Staff. A card would be sent to LWSC members when appropriate. Wording for the postcards was sent to staff to speed up the design process. The Committee worked on policies and procedures and met to discuss funding for stamps. The Committee reviewed three postcards received from the staff on January 14, 2019. Future activities include creating a database of e-mail addresses of all clubs, classes and group officers. The Courtesy

and Sunshine Committee would contact these officers monthly seeking information on members to whom postcards may be sent.

DECORATING: Chair, Mary Bolton discussed the Annual Christmas Tree Lighting decorating contest. All clubs and classes were invited to participate in the November 19, 2018 announcement, with recognition to the best tree at the LWSC Tree Lighting Program on December 3, 2018. The winner for best tree was presented the Biz Whist Club & for best door/area was presented to the Billiards group. Chair suggested that the storage room used to store decorations be organized with labeled bins for contents. It was asked by a participant of the meeting if the Council of Excellence would be providing bins. The answer was no.

HOSPITALITY & WELLNESS: Chair, Conneva Hall said that she had nothing to report because the “Welcome event” for new members has not been rescheduled.

NOMINATING & ELECTIONS: Chair, Janet Proctor stated that when elections are done, they would start in February and would be held in March. There was discussion about the extension of the officers and chairs continuing their current roles through 2019 as per the request of the Director to make the positions 2 years vs. 1-year terms. The Committee is working on action items: The LWSC evaluation form has been completed. Questions regarding the COE have been included. Officer application forms are in the bylaws. The Council of Excellence will apply for Center of Excellence certification through the Advisory Board in March 2019.

OUTREACH: Chair, Pat Jackson discussed the Caregivers Support Group luncheon. The luncheon was provided by Council of Excellence Executive committee & DeKalb for Seniors. The COE collected \$195 for this effort. Chair Jackson thanked the members for their cooperation, and she mentioned an upcoming Painting Party for Caregivers that is being planned.

SAFETY: Chair, Anna Marie Baity completed the following activities for the month – met with LWSC Safety Coordinator, Tyrone Bailey, to discuss Safety Plan contents and format; gave Elderly Abuse Information to Gloria in the gift shop for copying; placed copied Elderly Abuse information in Kiosk. The Safety Committee met with the Fire Marshall, Joseph Cox, along with Tyrone Bailey and other LWSC

staff. There was discussion on recommended activities, i.e., viewing of video, "Active Shooting," for January 2019, Emergency Training Class in February 2019 and Thunderstorm Shutdown procedures for March 2019.

OLD/UNFINISHED BUSINESS:

Memorial Bricks relocation update: Ms. Marcia Hunter presented a proposal to the COE that was made to DeKalb for Seniors, Inc. for review. The proposal was from The Engraving House/Giles Marble Works in Lithonia. They proposed:

4x8 red bricks - \$19 up to 3 lines. Over 100 price negotiables.

8x8 red bricks – up to six lines \$35; Logo \$5; Black Granite 12x12 \$75

Memorial benches estimate \$1,000 per bench

Ms. Hunter felt this would be a great fundraiser for the LWSC. The estimates are the actual cost to the center. The purchase price for members would be higher than the prices listed.

Standard Operating Procedures vs. Policies and Procedures:

President Knox said that Policies and Procedures should be documented and in place. She requested that they be sent to her asap.

NEW BUSINESS:

Term of Office Request:

Director Davis wants the elected officers to continue through 2019. January through December for a two-year period would be our new tenure dates. The next election would be for officers beginning in 2020 for the positions of President, Vice President, Secretary and Assistant Secretary. This was discussed at our last meeting in December. Sarah Hemphill-Bonner stated that she will continue through her current term that was scheduled to end in March 2019, but after April 1, 2019, she will not continue in her current role as Vice President. Rochelle Evans, Chair of Programs, said that she will stay, continuing in her role as Chairperson throughout 2019. Hazel Daniel, Chair of Special Events, stated that she would complete her current tenure but could not stay longer (throughout the year of 2019.) President Knox said that she needed to know everyone's intention on this issue on Tuesday, January 15, 2019.

Clubs/Group AD HOC Committee:

COE President Charleen Knox is creating an ad hoc committee for clubs and groups, etc. Anna Marie Baity will work on that committee. Clubs and groups need procedural guidelines and they need to follow those guidelines. Other members of this new ad hoc committee will include Dorothy Wright, Brenda Goodman, Amelia Dent, Glenda Erskine. President Knox will decide regarding the chair of committee.

ADMINISTRATIVE STAFF AND COE PRESIDENT COMMENTS:

Ericia King talked about the Gerontology education and certification that is helpful in a senior center. She explained that Gerontology is the study of the physical aspects of aging as well as the mental, social and societal aspects of aging. She mentioned that she has a certificate in this field and explained that they had a current intern (who started on Jan. 15th) who has a master's degree in the field. In seeking accreditation as a Center of Excellence, having individuals on staff with this type of certification, training and education is valuable. Ms. King mentioned that Director Davis is still out on medical leave.

The new DeKalb Commissioner for the district in which LWSC is located will be having a meet and greet at the LWSC. Ms. King asked that the Council of Excellence be involved. She will be getting with President Knox on the date and more details.

The official address of the LWSC now includes Stonecrest, Georgia vs. the previous address of Lithonia, GA.

There was discussion regarding the NCOA, National Council of Aging, the governing agency over policy and procedures regarding seniors. In seeking national accreditation as a center of excellence, it was asked how many senior centers have similar accreditation. The answer was ***none in Georgia.***

President Knox discussed the next COE members (formerly called "Let's Talk") meeting in March.

Discussion of the handicap parking spaces was mentioned. We were reassured that this had been approved and the project is scheduled to be done. There was a question about a former parking deck proposal and why it was not done. Instead

