



**LWSC Council of Excellence  
Executive Board Meeting Minutes – December 11, 2018**

**Attendees:** Charleen Knox, Adrienne Smith, Anna Marie Baity, Annette Hill, Bettye Davis, Hazel Daniel, David Jones, Rochelle Evans, Janet Proctor, Frankie Pendergrass, Patricia Jackson, Frenzina Russell, Charlene Love, Sonja Elliott, Dorothy Wright, Glenda Erskine, Billie A. Hill, Sherry Slater, Vivian Pollard, Lorena Williams, Marilyn Franklin, and Brenda Goodman.

President Charleen Knox called the meeting to order at 10:40am.

Secretary Annette Hill read minutes from the October 9<sup>th</sup> meeting. There were two corrections to minutes: Correct spelling of Brenda Colvert's name and change Advisory Council to Advisory Board. A motion was made by Frankie Pendergrass and seconded by Dorothy Wright.

**COMMITTEE REPORTS:**

***Issues and Concerns:*** Chair, Frankie Pendergrass reminded new participants of the two suggestion boxes with forms to present any concerns, issues or suggestions to the Executive Board. She highlighted new issues received and reported all submissions have been resolved except six are still under review by the LWSC staff. A total of 113 issues have been received to date. Reminder: food will be removed from refrigerator by 3:00pm each Friday. Frankie Pendergrass will check to see if Front Desk staff can announce cleanup over the PA System.

***Program Committee:*** Chair, Rochelle Evans reported the Committee has created a form detailing the process for new class recommendations. The committee feels like great progress has been made since meeting with LWSC staff Jonquil Harris to standardize course requirements and process for Instructors.

***Special Events:*** Chair, Hazel Daniel was appreciative for the talent demonstrated during the November Jazz Program. The Christmas Tree Lighting was a great success and the committee have begun practice for the Valentines' Day Play. Marilyn Franklin will chair the January Karaoke event. Charleen Knox suggested creating a flyer in addition to providing a sign-up sheet at the front desk.

***Bylaws Committee:*** Charleen Knox and Janet Proctor have revised By Laws and distributed to Executive Committee for review. All comments must be submitted to President by December 20<sup>th</sup>.

**Community Service:** No report provided.

**Courtesy and Sunshine:** Chair, Adrienne Smith continues to wait for LWSC staff to decide the appropriate process for providing access to members without violating HIFFA laws. The Committee has requested the following postcard design:

- Miss You; Get Well; Sympathy; and Benevolence.

Committee has also checked with Club and Class leaders to identify members who have been away from the Center more than 30 days..

**Decorating:** Happy Birthday Chair, Mary Bolton! No updates this month.

**Health and Wellness:** Chair Sonja Elliott has scheduled a meeting with President Charleen Knox and LWSC staff to determine the feasibility of providing member assistance.

**Welcome and Hospitality:** No updates this month.

**Nomination and Elections Committee:** Chair, Janet Proctor and Advisor Charlene Love have submitted a general Customer Evaluation form to determine the satisfaction with LWSC and the Council of Excellence. The COE Executive Committee voted and accepted the form as the preferred evaluation instrument for 2019.

Ms. Proctor is reviewing the Officer Application to the COE form for 2019. She will provide comments to President Knox by December 20<sup>th</sup>.

**Outreach Services:** Chair, Pat Jackson has two major focuses for 2018 Care Giver Support and Transportation Options. Ms. Jackson thanked the COE Executive Committee for raising \$151 to support the Holiday Luncheon for the 35 Care Givers in attendance to the December luncheon. Committee members and volunteers set up, decorated and provided music for the event. She has requested the Committee also participate in hosting a Spa Day.

Pat is taking steps necessary to create a module beneficial to all senior centers detailing transportation options.

**Safety:** Chair, Anna Marie Baity joyfully reported working with LWSC to identify safety issues. She and Bridgett Thompson have evaluated class rooms for burned out lights and replaced some lights. Ms. Baity assessed Christmas tree safety. Discussions for back parking lot safety continue. Anna is still awaiting an update on the Arts & Pottery room and an updated Safety Plan.

## **OLD BUSINESS**

### **Memorial Bricks Relocation/Update**

President Knox will announce the results of the survey and the cost (\$35) for purchasing the bricks after finalizing process with DFS Marcia Hunter.

## **NEW BUSINESS**

- Mardi Gras/Caribbean Party scheduled for 3/5/19 will not be hosted by the Council of Excellence Special Events Committee. Many events will be hosted by Clubs, and other Groups.
- Standard Operating Procedure – All committee chairs should submit procedures as soon as possible, but not later than 12/20. Charlene Love will review LWSC procedure to determine appropriate name, SOPs or P&P.

## **DIRECTOR'S COMMENTS**

LWSC Director Bettye Davis, provided a big Thank You to the COE for its unique, continuous professional function which has been a great asset to the ongoing improvements and progress of the Lou Walker Senior Center. The staff and the center have benefitted for all the voluntary efforts of the COE.

Bettye Davis provided several updates:

- The Fire Marshall is ready to provide requested training and will work with Anna Marie to provide in January;
- The Police Department will provide the Active Shooter training and will work with the Safety Committee to schedule;
- The LWSC is actively working on the Safety Plan and should be complete by March 2019;
- Mrs. Davis will provide a copy of the draft Strategic Plan, Budget and Annual Report to the Executive for review and comments; Budget requires fulfillment of initial positions for Gabriel Murphy, a Front Desk and Maintenance staff person;
- The Center is in the process of purchasing chairs for the Victory Room. Committee invited to test prototypes today;
- Bettye will check on the progress of Handicapped Parking, Floors in Aquatic area; and back parking lot revisions;

## **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.

<b>COE Executive Committee Meeting</b>	January 8, 2019
<b>Karaoke Party</b>	January 18, 2019
<b>Valentine's Day:</b> Musical/Play entitled "Love is Forever" (The main characters have been cast; rehearsals have begun)	February 14, 2019
<b>Black History Events:</b>	February 5, 20, 25, 2019

## ADJOURNMENT

The meeting was adjourned at 12:20 p.m.