



**LWSC Council of Excellence
Executive Board Meeting Minutes – March 12, 2019**

Attendees: Charleen Knox, Adrienne Smith, Anna Marie Baity, Annette Hill, Hazel Daniel, David Jones, Rochelle Evans, Janet Proctor, Patricia Jackson, Frenzina Russell, Mary Bolton, Sonja Elliott, Dorothy Wright, Glenda Erskine, Sherry Slater, Vivian Pollard, Lorena Williams, Marilyn Franklin, Bridgette Thompson, Erica King, Charlene Love, Brenda Goodman.

President Charleen Knox called the meeting to order at 10:05am.

Secretary Annette Hill overviewed various notes from the February meeting. Draft minutes will be forwarded to the Executive Committee for review and comment.

COMMITTEE REPORTS:

Program Committee: Chair, Rochelle Evans continues to provide understanding for classes and instructors. They reported creating a definition of class, club, group and informational series and the requirements for each. They also have completed course descriptions, instructors' information and a procedure for class evaluation.

Special Events: Chair, Hazel Daniel was appreciative as she announced this was her final meeting as member of the COE Executive Committee. She has provided an extraordinary year of varied entertainment for the Center.

Bylaws Committee: Janet Proctor announced comments are due on Draft #15 by March 22, 2019. To help people compare drafts, Janet has compiled a list of changes made thus far.

Community Service and Outreach: Chair, Pat Jackson thanked the Executive Committee for their support of the Paint Party for Caregivers. Members from the combined committees met and has decided to focus on an Inter-Generational project with Cedar Grove High School using Michelle Obama's book *Becoming*. Anita Clay has agreed to facilitate.

Courtesy and Sunshine: Chair, Adrienne Smith reported having the spreadsheet with all clubs, classes and groups. They have asked to be informed of members falling one of the three categories (miss you, bereavement, or get well) by the 15th of each month. Adrienne's Committee will mail postcards as appropriate by the 30th of each month.

Decorating: Chair, Mary Bolton reported a desire to organize the storage room. She has requested the purchase of storage bins and the participation of clubs, classes and groups to tidy the room.

Nomination and Elections Committee: Chair, Janet Proctor has revised the Bylaws to reflect the October/November timeframe for elections. No further action at this time.

Safety: Chair, Anna Marie Baity and committee met with Fire Marshall on February 14th. She has reviewed and provided necessary response and comments to Safety Officer Tyrone Bailey to complete the Safety Plan. Fire drills will occur once Plan is complete. She announced upcoming events:

- Active Shooter March 27th
- Emergency Preparedness April 10th
- Fire Safety April 18th

OLD BUSINESS

Memorial Bricks Relocation/Update

President Charleen Knox announced the new location for the Memorial Brick Garden will be the courtyard area to accommodate the large number of existing and new brick purchases. Members can participate by recommending an appropriate name for the new brick garden. Some suggestions thus far are: Walk of Fame and Serenity Garden.

NEW BUSINESS

- Awaiting comments from LWSC staff on the draft By Laws submitted for review.
- President Knox encouraged chairpersons to make sure your policies and procedures are updated and submitted.
- President expressed appreciation for the outstanding year Hazel Daniel had as Chair of the Special Events Committee. This is her last meeting as she concludes her term. Charleen also expressed her appreciation for Sarah Hemphill Bonner who is concluding her term as vice president.
- President Knox tabled the discussion about moving large events to the Porter Sanford Performing Arts Center.

DIRECTOR'S COMMENTS

LWSC Interim Director Erica King, reported the Center of Excellence accreditation process continues. The Center has received funding for the three positions requested to bring us to full staffing. Recruitment is forthcoming. Expansion of ADA parking is forthcoming. Ventilation issue will be addressed as part of the SPLOST funding. Improvements continue in the Aquatics area. Pool will be closed as the floor is replaced. Ms. King will explore the possibility of alternative sites.

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.

Quarterly COE Meeting:	March 20, 2019
Active Shooter Training	March 27, 2019
COE Executive Committee Meeting	April 9, 2019
Emergency Preparedness Training	April 10, 2019
Fire Safety Training	April 18, 2019

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.