



**LWSC Council of Excellence
Executive Board Meeting Minutes - May 8, 2018**

Attendees: Charleen Knox (President), Sarah Hemphill Bonner (Vice President) and David Jones (Parliamentarian).

Anna Marie Baity (Safety), Carolyn Caldwell, Hazel Daniels (Events), Bettye Davis (LWSC Director), Rochelle Evans (Programs), Conneva Hall (Hospitality & Welcome), Geraldine House-Thomas, Marilyn Franklin, Linda Leary (Issues & Concerns), Charlene Love, Janet Proctor (Nominating), Gloria Steger (By-laws), Renita Stultz, Merrill White-Fears (Community Service) and Lorena Williams,

Absent Committee Officers-Staff: Annette Hill (Secretary), Ericia King and Dorothy Wright

1. Meeting Opened. Vice President, Sarah Hemphill Bonner called the meeting to order at 10:08 am.
2. Introductions: President Charleen Knox introduced the attending Executive and Program Committee members. Due to the absence of Annette Hill (Secretary), President Knox asked Janet Proctor if she would take the minutes for the meeting. Ms. Proctor agreed.
3. Reading of April 24, 2018 Minutes. Janet Proctor read the minutes submitted by Secretary, Annette Hill. Conneva Hall made a motion to accept the April 2018 minutes as read with the necessary corrections, if any. Motion was second by David Jones. President Knox asked if there were any questions regarding the minutes read. No questions were raised. The motion was unanimously approved.

At the end of the meeting, Ms. Proctor requested permission to read the correct April 24, 2018 Minutes that was distributed during the meeting. Conneva Hall made a motion to accept the minutes as read with the necessary corrections, if any. The motion was second by David Jones. President Knox asked if there were any questions regarding the minutes read.

Dr. Merrill White-Fears stated that the correct title for her Committee is Community Service Projects not Outreach. Dr. White-Fears asked if the Minutes should reflect a statement concerning a Quorum. Mr. Jones stated there is no requirement to add a Quorum statement to the minutes. A Quorum statement is only required for an Annual Meeting or Call Meeting. After further discussion, the motion was unanimously approved.

4. Committee Reports. President Knox stated that the Chairs have been allotted 5 minutes to give their report.

a. By-Laws Committee Chair. Gloria Steger gave her report and addressed some of the recommended changes for the 2019 By-Laws. President Knox requested a copy of their changes be sent to her at lwsccentercouncilofexcellence@gmail.com. The Executive Committee will discuss the proposed changes at a later date.

b. Issues & Concerns Committee Chair. Linda Leary gave her report and gave a copy to the Committee members. She recommended they develop a Matrix for when suggestions are submitted to the Committee and what happens to them. She also stated that the Committee has recommended changes for the Proposal Form (i.e., Suggestion Form). Proposal/Suggestion Boxes should be strategically located throughout the Center (i.e., Front Desk and Kiosk, Victory Room, Pool/Recreation Area, Hallway near Piano Room). Final locations will be determined.

c. Nominating Committee Chair. Janet Proctor introduced Lorena Williams as a Committee member and stated that they need one more member. Assistance is welcomed. Ms. Proctor gave her report. She stated that a draft/proposed By-Laws was passed out at the April 24, 2018 meeting for Committee Chairpersons. The By-Laws Committee will review the recommendations and report back to the Executive Committee. Ms. Proctor stated that she did some research to find the criteria required to become a Senior Center of Excellence. She passed out a list of Nine National Standards of Excellence from the National Council on Aging/National Institute of Senior Centers (NCOA/NISC). Ms. Proctor spoke with Erica King, Assistant Manager at LWSC to confirm that these Nine Standards were correct. Charlene Love stated that she is working with the LWSC management to align the Center with the Nine National Standards for completing the Self-Assessment process required by the NCOA/NISC.

d. Program Committee Chair. Rochelle Evans gave her report, provided copies to the Committee members and discussed their purpose and responsibilities. She also stated that the Committee would meet with Jonquil Harris (LWSC Program Coordinator) and Bridgette Thompson (Admin Assistant) to review and clarify the Program's scope and align their goals, objectives and strategies with those of the LWSC. They will review all regular and special programs, activities, classes, clubs and groups; and selection criteria for instructors and processes for all programs.

5. Ad Hoc Committees:

a. Service Committee Chair. Dr. Merrill White-Fears gave her report and provided copies to the Committee members. She discussed their purpose and mission and discussed several initiatives they would like to pursue: Expand the Meals on Wheels Program with more volunteers; Initiate a RSVP and Senior Farmers Market Nutrition Programs; Adopt-a-School (McNair Elementary); Provide Community Service Ambassadors to assist seniors with finding discounts and available programs to help them enjoy the best quality-of-life). She also met with Ms. King, Staff Coordinator to discuss their purpose and mission.

b. Hospitality & Welcome Chair. Conneva Hall gave her report and provided copies to the Committee members. She discussed their purpose, guidelines and visions. A few of their ideas include: Meeting and coordinating with the Volunteer Advisor for new member classes. Providing new members with a copy of the Center's policies and procedures (LWSC Policy Handbook) including member signature at the end of the Orientation. Offering once-a-month orientation on the 1st Tuesday of the month. Encouraging LWSC members to voice their concerns and recommend suggestions. Share staff contact information, concerns and suggestions submitted by LWSC members. Preparing a Power Point Presentation to run every month. Spending time with new members in the Victory Room during breakfast and lunch. Also, setup a Robo Call or Note System for all members' birthdays.

c. Courtesy & Sunshine Committee Chair. Dorothy Wright was not in attendance to give a report.

d. Health & Safety Committee Chair. Anna Marie Baity gave her report. The Committee did a walk-through of the LWSC. They checked all 5 Fireboxes for compliance. She noted there were no Call Boxes in the Men and Women's Rest rooms or by the back Parking Lot. They will check all Smoke alarms and report at the next meeting. The Committee will remind the Clubs and members of the importance of Safety, as well as, wearing their Badges at all times. It was noted that a Ventilation Vent is needed in the Pottery and Art Room.

e. Decorating Committee. President Knox is currently looking for a Chairperson to decorate LWSC as the seasons change and for special events.

f. Outreach Services. President Knox is currently looking for a Chairperson to perform outreach services to seniors in the community.

6. Old/Unfinished Business:

Suggestion Boxes Update. Vice President Hemphill-Bonner stated that they have received 4 Suggestion Boxes. President Knox and Bridgette Thompson (Staff) did a walk-through of the Center to determine locations for the Boxes that will be strategically located throughout the Center. A final decision will be made on the placement of the Boxes by the staff.

7. New Business: Issues & Concerns Items.

Vice President Hemphill-Bonner read Proposals/Suggestions received after April 24th to the present. She also stated she got a verbal concern regarding Handicap Parking. President Knox stated that all Proposals/ Suggestions must be dated when taken out of the box. The Proposals/ Suggestions will be given to the appropriate Committee for review and to determine the proper action to be taken. A recommendation was made to put a copy of the Proposal/Suggestion Form and completion information on the Monitors in the Victory Room.

8. LWSC Director's Report:

a. Bettye Davis, LWSC Director greeted the Council of Excellence Board Committee and LWSC members. She stated that Executive Committee members might use the Center's equipment (i.e., printer, copier, fax, scanner, etc.) for Council business. President Knox stated that she and Vice President Hemphill-Bonner already have a number to use the copy machine.

b. Ms. Davis stated that the content of her reports for the NCOA/NISC assessment process depends on detailed documentation from the Executive Board and Committees.

c. Ms. Davis asked that the committee members coordinate with Aretha Redford for available calendar dates.

d. Ms. Davis noted that the quarterly "Let's Talk" meetings have been cancelled and the Council of Excellence Committee will take over those tasks. Meetings will now be called Council of Excellence.

e. Any events involving selling of tickets must be coordinated with Marcia Hunter, DeKalb for Seniors.

10. LWSC Director's Hot Items:

a. Memorial Bricks. A decision needs to be made on where to place the Memorial Bricks moved from the front of the building. President Knox suggested putting Bricks on side Patio. Ms. Davis recommended having a Fundraising Event to help off set costs. After further discussion, it was recommended that a Special Committee be established and get feedback/ideas from the Garden Club.

b. Handicap Parking. Ms. Davis stated that a review of parking spaces has been done. A report requesting all spaces on the left side of the building (Back Door area) has been designated for Handicap Parking. The Center is waiting on EPA approval. The Center will use Community Development money to complete this project.

c. Ventilation in Room F-106. This problem was discussed. Ms. Davis stated that she would look into this issue.

d. Council Reports. A question was raised regarding access to Executive Board and Committee Reports on the web. It was suggested that a link could be added to the LWSC website (www.louwalkercenter.com) under LWSC Council of Excellence. After further discussion, it was agreed that all Executive Board and Committee Reports be sent to President Knox one week prior to the monthly Board meeting for review. She will forward to the Committee Chairs via e-mail.

e. Vehicle Stickers. This issue was discussed regarding Vehicle Stickers for LWSC members. The Health & Safety Committee will look into this request and report back to the Executive Committee.

f. Job Fair. Will be held on Thursday, May 10, 2018 at the Center. The Council of Excellence Committee will setup a table and provide information to members.

Respectfully submitted,

Janet Proctor
Acting Secretary