

**LWSC Counsel of Excellence
Committee Report – May 7 2019**

Committee: **Courtesy & Sunshine**

Officer/Chair: **Adrienne Smith**

Committee Members: **Barbara Adams, Dorothy Wright, Frenzena Russell,
Rashiid Shareef**

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- Committee sent emails to all officers of every to class, club and group requesting them to send us the names of any members who has been absent for 30 days. We sent the email on April 15th for the information to be returned by the first of May. We will send an email each month by the 15th requesting this information by the first of each month.
- Committee sent four post cards to members.
- While no meeting was held, we kept in contact with each other, with regards to the progress of our endeavor.
- We gained two members Deborah Benton and Lorene Knight.

2. ACTIVITIES PLANNED FOR THE FUTURE:

- The committee is considering a better way to ask members to provide their information on the “Issue Proposal Form” and drop it in the suggestion box. This would ensure that the committee can follow proper procedures executing their duties in a timely manner.
- The committee is trying to ensure the accuracy of information provided.

3. ACTION REQUIRED FOR EXECUTIVE COMMITTEE: NONE

4. ACTION REQUIRED FOR LWSC STAFF:

- Address and mail post cards.

Respectfully Submitted, Adrienne Smith, Chair, Courtesy & Sunshine Committee

