



LWSC Council of Excellence
Committee Report -January 15, 2019

Submit report to: lwscouncilofexcellence@gmail.com

Committee: Courtesy & Sunshine
Officer/Chair: Adrienne Smith
Committee Members: Dorothy Wright, Frenzina Russell

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- *Participated in Executive Board Meeting*
- *Worked on Committee policies & procedures.*
- *Met with committee to discuss seeking funding for stamps*
- *Request three postcards to be designed by LWSC staff to be sent to the membership. The three types of postcards are get well, sympathy, and we miss you.*
- *Sent wording for postcards to LWSC Staff to speed the design process*

2. ACTIVITIES PLANNED FOR FUTURE:

- *Creating a database of email addresses of all clubs, classes & groups' officers so that the committee can contact them once a month seeking information on members that may need a postcard sent to them*
- *Review three postcards received from staff on January 14, 2019*

3. ACTION REQUIRED FOR EXECUTIVE COMMITTEE: NONE

4. ACTION REQUIRED FOR LWSC:

- *DESIGN COE POSTCARDS*
- *SEND TO COMMITTEE FOR APPROVAL*
- *LWSC STAFF WILL SEND APPROVED POSTCARD TO THE PRINTER*

**5. MOTION STATED FOR EXECUTIVE COMMITTEE
CONSIDERATION/RESOLUTION/RECOMMENDATIONS:
NONE**

6. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

7. OTHER: