

**LWSC Counsel of Excellence  
Committee Report – February 12, 2019**

**Committee:** Courtesy & Sunshine

**Officer/Chair:** Adrienne Smith

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

**1. ACTIVITIES COMPLETED FOR THIS MONTH:**

- Committee members Adrienne, Dorothy and Frenzena met with President Charleen to finalize the wording and designs for the three types of post cards to be sent to the membership: Get Well, Sympathy and We miss you.
- Committee sent revised information to LWSC Staff to speed the design process
- While no further meetings were held pending the receipt of the post cards, we kept telephone communication with each other with regard to any updates.
- The Chair received word from the President that the expected arrival date of the post cards is February 11, 2019.

**2. ACTIVITIES PLANNED FOR THE FUTURE:**

- The committee created a data base of email addresses of all clubs, classes and groups' officers. This enables the committee to contact officers once a month to obtain information on members who have been absent 30 days.
- 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.

**3. ACTION REQUIRED FOR EXECUTIVE COMMITTEE: NONE**

**4. ACTION REQUIRED FOR LWSC:**

- The arrival of post cards.

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