



PROGRAM COMMITTEE REPORT

COMMITTEE: Program

DATE: 15 January 2019

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: Pat Arnold, Wilma Byrd, C. Daise, Amelia Dent, Glenda Erskine, Johnnie Hughes, Sharon Maynor, Johnnie Presbury, Connie Wilson

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. The Committee reviewed its accomplishments for 2018. We
 - i. made modifications to the Course Description Proposal Form
 - ii. approved the revised Instructors Guide (Handbook)
 - iii. approved the modifications to the *Members Course Request Form*
 - iv. approved the change of the "*Course Description Proposal*" to "*Instructors Proposed Course Description*".
 - v. adopted the procedure for members to request/recommend courses/clubs
 - vi. created a procedure for interested members to request a course by completing the Members Course Request Form:
 - 1) Each course request must have an instructor for the proposed course and 10 prospective members.
 - 2) The requesting member places the completed form in the Suggestion Box.
 - 3) The request will be placed on the CoE board Issues and Concerns list.
 - 4) The Program Coordination will review and approve or deny the request.
- b. Mrs. Harris approved The Committee recommends a two-sided form: To distinguish between a request for a course by members' form, the Committee recommends the above "*Members Course Request Form*" on one side for members to complete. And on the other side will have the instructor's description of the course. The Committee recommends that "*Course Description Proposal*" be changed to "*Instructors Proposed Course Description*".
- c. Ms. Harris suggested and the Committee agreed to place the the *Members Course Request Form* in the gift shop, making it easy for members to obtain the form. The staff will inform members of the location.

2. CELEBRATIONS:

- a. We welcomed four new members: Wilma Byrd, Amelia Dent, Sharon Maynor, and Connie Wilson to the Program Committee. Each one has already contributed to the work of the Committee with ideas for new programs for the LWSC.
- b. We welcomed the Center's Assistant Director Erica King and Program Coordinator Jonquil Harris to the Committee's January 15 meeting. They provided valuable and creative ideas for enhancing programs for LWSC members.
- c. We learned that Ms. King holds a certificate in gerontology from Boston University. Congratulations to Erica. The Center needs someone with her background to continue providing state of the art programs and services to LWSC members.

3. OPPORTUNITIES:

- a. The Committer plans to explore new and different ideas for programs, such as day trips and opportunities for members to enjoy activities outside of the building.
- b. Rochelle Evans encouraged the Committee members to attend the CoE executive board meetings and the general membership meetings.