



## PROGRAM COMMITTEE REPORT

COMMITTEE: Program

DATE: 12 FEBRUARY 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. Program Committee-Policies and Procedures were reviewed, this included the following:

- Purpose of the Program Committee
- Role and Responsibilities of the Committee
- Number of members – Committee must have a minimum of 7 members
- Meetings Requirements - frequency and attendance requirements
- Program Committee Members' Roles – Chairperson, Secretary and Parliamentarian
- Voting Requirements – must have a minimum of 5 members for a quorum)
- Instructors Requirements
  - Knowledge of subject area
  - Must understand how to work with seniors
  - Recruitment of instructors
  - Follow guidelines in the Instructors Handbook
- Course Description and Instructor's Information for the administration
- Course Information Form – for members
- Classification of Classes – Technology, Land Fitness, Aquatics, and Life Long Learning
- Definition of Class, Club, Group, and Informational Series
  - Requirements for Club and Group
  - Club and Group leaders are volunteers
  - Club and Group must have a minimum of ten members
  - Procedure for requesting classes
  - Procedure for cancelling a class
  - Procedure for class evaluations

b. The Committee explored activities for the LWSC members away from the Center. Ideas included:

c. Museums – the High Museum , the National Museum for Civil and Human Rights and the Apex Museum

d. Tours - Bus and trolley tours the City of Atlanta, the Beltline, Auburn Avenue, CNN, Coca-Cola, film studios, Martin Luther King, Jr. Boyhood Home, the old and new Ebenezer Baptist Church, the Visitors Center, the Aquarium,

### 2. OPPORTUNITIES:

a. Rochelle Evans encouraged the Committee members to attend the CoE executive board meetings and the general membership meetings.