

**LWSC Counsel of Excellence
Committee Report – June 10, 2019**

Committee: **Courtesy & Sunshine**

Officer/Chair: **Adrienne Smith**

Committee Members: **Barbara Adams, Deborah Benton, Dorothy Wright,
Frenzena Russell, Lorene Knight and 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 May 15th for the information to be returned by the first of June. We will send an email each month by the 15th requesting this information by the first of each month.
- Committee sent six post cards to members.

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