

LWSC Counsel of Excellence

Committee Report – July 30, 2019

Committee: Courtesy & Sunshine
Officer/Chair: Adrienne Smith
Committee Members: Barbara Adams, Deborah Benton, Dorothy Wright, Frenzena Russell and Lorene Knight

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- Participated in Executive Board meeting.
- We met on July 30th for our monthly meeting with a quorum, we agreed that our liaison Dorothy Wright will continue doing the job she has been doing.
- We needed a secretary. Lorene Knight has been interim secretary, she is now our official secretary. Kudos to you, Lorene!
- We agreed that the **liaison** and **secretary** shall copy the chair **all** correspondence sent to the LWSC members.
- Committee sent 17 post cards to members.

2. ACTIVITIES FOR THE FUTURE:

- The major work of the Courtesy and Sunshine Committee has been done; therefore the committee members decided to meet by conference call monthly, when appropriate. However, they will meet at LWSC quarterly.
- We will inform everyone including the powers that be to please put their information in the suggestion box. This should 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

