

# LWSC Council of Excellence EXECUTIVE COMMITTEE MEETING MINUTES

May 14, 2019

**Attendees:** Adrienne Smith, Anna Marie Baity, Conneva Hall, David Jones, Janet Proctor, Mary Bolton, Pat Jackson, Rochelle Evans, Sonya Elliott, Bettye Davis, Charleen Knox and Annette Hill.

**Other Attendees:** Charlene Love, Larry Webb, Dorothy Wright, Deborah Bowman, Lorene Knight, Glenda Erskine, Marilyn Franklin.

President welcomed our new Vice President Janet Proctor who then called the meeting to order at 10:05 am. VP Proctor requested introductions and the reading of the March minutes.

The Vice President called the meeting to order at 10:08am. The Secretary read minutes from April Executive meeting. Approval was motioned by Conneva Hall and seconded by Dorothy Wright.

President Knox then called for committee reports.

The following **COMMITTEE REPORTS** were presented:

**PROGRAM COMMITTEE:** Chair Rochelle Evans reported a decision and commitment to meet quarterly with Jonquil Harris. The Committee will work with Ms. Harris to develop an Instructor Evaluation process. One recommendation is for technology instructors to be certified in their field. They also recommend annual training for the Program department.

**BY-LAWS COMMITTEE:** Janet Proctor stated that the By-Laws have undergone the eighteenth revision and are expected to be finalized by June 2019.

**COURTESY & SUNSHINE:** Chair, Adrienne Smith reported successful sharing of emails to all CCG by March 15<sup>th</sup> and mailed out four postcards to members in April.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson now has a contact for Cedar Grove High School and continues to make plans for the Intergenerational Project for 2019-2020 school year. Pat anticipates getting \$500 grant to support the project.

**DECORATING:** Chair, Mary Bolton reported no updates this month.

**SAFETY:** Chair, Anna Marie Baity reported the successful completion of the Free Emergency Preparedness Seminar for Seniors, "**ARE YOU READY**?" Also, they sponsored a Fire Safety Presentation on April 18th. Five of the safety volunteers participated in an unscheduled walk-thru of the safety zones, identified where staff, members, and visitors should go during emergency situations. Tyrone Bailey led the walk thru. Ms. Baity hopes to recruit additional volunteers.

### **OLD/UNFINISHED BUSINESS:**

Memorial Bricks Project: Deadline for purchases is June 15, 2019.

### **NEW BUSINESS:**

### ADMINISTRATIVE STAFF AND COE PRESIDENT COMMENTS:

• Expansion of the parking lot for additional Handicap parking only is pending

#### **UPCOMING EVENTS:**

Executive COE Meeting	May 14, 2019
COE Quarterly Meeting	May 21, 2019

## ADJOURNMENT:

The meeting was adjourned