



EXECUTIVE COMMITTEE MEETING MINUTES

November 12, 2019

Attendees: Adrienne Smith, Amelia Dent, Angenell Nolton Conneva Hall, Frankie Pendergrass, Janet Proctor, Mary Bolton, Pat Jackson, Rochelle Evans, Sonya Elliott, Erica King, Bridgette Thompson, Charleen Knox, and Annette Hill.

Other Attendees: Charlene Love, Marilyn Howard, Billie Hill, Franzina Russell, Brenda Goodman, Dorothy Wright, Emma Knight, Glenda Erskine, and Sharon Mayna.

Vice President, Janet Proctor called meeting to order at 10:05 followed by the introduction of the COE Executive Committee. VP Janet Proctor called for the reading of Minutes. Secretary Annette Hill read minutes from October 8th meeting. VP Proctor made a motion to approve the minutes as read with any changes, if necessary. The motion was seconded by Anna Marie Baity.

Committee Reports

ISSUES AND CONCERNS: Chair, Frankie Pendergrass has received 153 issues thus far. All but four issues have been appropriately addressed and resolved. Ms. Pendergrass will meet with individuals to discuss open issues.

SPECIAL EVENTS: Chair, Angenell Nolton. Committee member Frankie Pendergrass reported a successful 70s Disco Event on October 14th. The Committee has no events planned for November.

CLUBS/CLASSES/GROUPS (CCGs): Chair, Amelia Dent stated they have completed the assigned task of updating the certification and will incorporate the comments from the LWSC staff.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson requested clothes and coats for the Disabled Veterans Event scheduled for Sunday, November 17th.

Future plans include Voter Training for 2020. Also, plans are underway to host a small-scale Intergenerational Event to continue fellowship and communication. This event is planned for February 2020.

COURTESY AND SUNSHINE: Chair, Adrienne Smith continues to express appreciation to Elaine for giving them cards and to the front desk staff for verifying information received through emails. The discrepancies are fixed.

DECORATING: Chair, Mary Bolton will broaden the category of decorations to include trees, doors and other areas. **Ms. Bolton** will work with Bridgette to distribute uniform communication regarding the categories and to get sign-ups started. Lighting of the Christmas Tree is scheduled for Wednesday, December 4th at 2:30 pm.

HEALTH AND WELLNESS: Chair, Sonja Elliott is soliciting for new volunteers, no health care experience necessary. New automatic blood pressure cups have been purchased. Committee will provide this service to members in January 2020. Ms. Elliott stated the COE program is different from Mr. **Jerome** Bailey's program. The COE will not maintain records of individuals health assessments. The individuals will take the brochure with them.

HOSPITALITY AND WELCOME: Chair, Conneva Hall reported the New Member gathering on Friday, October event in 2019.

NOMINATIONS AND ELECTIONS: Chair, Janet Proctor reviewed the process and activities to solicit volunteers to run for office. Ms. Proctor will submit list of candidates to Dekalb County by **November 25th**. The Election will occur December **3rd, 4th and 5th**.

SAFETY: Chair, Anna Marie Baity reported receiving additional safety vests for volunteers. Also, two Mock Fire Drills took place for Staff and Safety Team. Drill #1 took 7 minutes because time, staff, and volunteers were previously in place. Drill #2 took 10 minutes because Safety Coordinator, **Mr. Tyronne Davis**, called the fire emergency without notice. This was a more **real time drill** because emergencies don't give warnings. The Facility Safety Drill must be completed before the end of 2019.

Questions:

- Where are **the** on-site trauma kits?
- Does Intercom work --- YES

Action Item: Ms. King requested a meeting to document responses.

OLD/UNFINISHED BUSINESS

1. Memorial Bricks Fundraiser Update. Ms. Thompson reported the bricks have been delivered and the Installer is working on getting the bricks laid in the **G**arden.

2. The COE would like to continue working with DFSI to ensure mutual understanding of the process for raising and distributing funds.

3. Pros & Cons of relocating major events to Porter Sanford III Performing Arts & Community Center. To be discussed at a future meeting.

II. NEW BUSINESS

Amendment to COE By-Laws. Ms. Proctor presented two amendments:

- Amend duties of the **Vice President** to include: serves as liaison with Dekalb for Seniors, Inc. **A motion was made** by Rochelle **Evans and** seconded by Conneva **Hall**.
- Change title for Clubs and Groups to Clubs, Classes, and Groups. **A motion was made** by Amelia **Dent and** seconded by Pat **Jackson**. Both amendments passed unanimously.

III. LWSC ACCREDITATION UPDATE: Ericia King reported the offsite committee asked specific questions. Responses to those questions are expected to be completed by **November 12, 2019**. Then we expect the on-site visit to be scheduled. Questions **raised were** related to how we document partnerships and volunteer position descriptions.

IV. DIRECTORS COMMENTS:

- Bridgette Thompson reported the removal of all reserved parking spaces except two spaces for motor bikes. Four vendors (one being Piccadilly) responded to the ITB (_____ Bids).
- **New** Chairs. **O**ne vendor met qualifications. The process continues.
- Building expansion will require several staff members to move temporarily. It also requires clubs, classes and groups to move stored materials. That space will also be used during the expansion. We expect to have four additional classrooms once modifications are completed.

V. ANNOUNCEMENTS

- Email Address: LWSCCouncilofexcellence@gmail.com
- COE Phone Number: 770.322.2935
- Link to Lou Walker website to see COE Monthly Committee reports, minutes, etc. after monthly meeting.
- Volunteer & Instructor Accreditation Training – Thursday, September 12, 2019 10:30AM Room A117
- COE Chair reports due by Tuesday, December 3, 2019
- Next Monthly meeting - Tuesday, December 10, 2019
- Send reports to LWSCCouncilofexcellence@gmail.com

VI. ADJOURNMENT:

Meeting adjournment was motioned by David Jones and seconded by Frankie Pendergrass. Meeting adjourned at 11:32 am.