



## EXECUTIVE COMMITTEE MEETING MINUTES

October 8, 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, Frenzena Russell, Brenda Goodman, Dorothy Wright, Emma Knight, Glenda Erskine, and Sharon Mayna.

Vice President, Janet Proctor called meeting to order at 10:07 followed by the introduction of the COE Executive Committee. VP Janet Proctor called for the reading of Minutes. Secretary Annette Hill read minutes from September 10<sup>th</sup> 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 139 issues as of October 4, 2019. All issues have been appropriately addressed and resolved as of the October 7<sup>th</sup> meeting with LWSC staff.

**SPECIAL EVENTS:** Chair, Angenell Nolton reported a successful Old-Fashioned Gospel Event held on September 20<sup>th</sup>. Plans now continue for the success and presentation of the 70s Disco Event scheduled for October 14<sup>th</sup> 2:30-4:30. The Program Coordinator is Dorothy Wright. Activities include dancing, games and outfit contest.

**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. Next steps include presenting the annual certification process to CCGs possibly next week (October 14<sup>th</sup>).

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson held a successful Voter Registration Event. Given that most of LW members are actively registered, only three forms were submitted for address change. Future plans include supporting Disabled Veterans Event with a clothes drive. They will collect toiletries and personal items to distribute. Committee is in the process of preparing a Flyer. They are also working on a small-scale intergenerational event to continue fellowship and communication.

**COURTESY AND SUNSHINE:** Chair, Adrienne Smith expressed appreciation to front desk staff for verifying information received through emails. Happy to have mailed only one card in September

**DECORATING:** Chair, Mary Bolton has provided Festive Fall decorations throughout the Center. In preparation for Christmas season, she would like to broaden the prize categories to include trees, doors, and other areas. Mary will research and share the information on fireproof boxes.

**HEALTH AND WELLNESS:** Chair, Sonya Elliott met with Tyrone Bailey to ensure the approved Wellness area includes all the concerns and goals of the H&W Committee.

**HOSPITALITY AND WELCOME:** Chair, Conneva Hall is planning a New Member gathering on Friday October 11<sup>th</sup> outside in the garden area. She is requesting the COE Executive Committee come at 12 to help setup and to help host.

**NOMINATIONS AND ELECTIONS:** Chair, Janet Proctor has outlined the process and timeframe for the next COE Executive Committee. She distributed packets on September 26 detailing the process. Process includes receiving nominations **by** October 30<sup>th</sup> and swearing in of Officers in 2020.

**SAFETY:** Chair, Anna Marie Baity reported having secured 13 of the 20 volunteers needed to fulfill the responsibility of the Safety Committee. This month they held the AARP Smart Driver Course, presented Senior Fitness and Fall Prevention, and participated in the National Fall Prevention Awareness Day. The Committee will continue to provide available members to assist in the case of an emergency and will continue to work on the Color-Coded Safety Cards.

## **I. OLD/UNFINISHED BUSINESS**

1. Memorial Bricks Fundraiser Update. There is continued disagreement between the Council of Excellence (COE) and Dekalb for Seniors, Inc. (DFSI) regarding the revenue and expenses of the Brick Garden fundraising event. The COE is looking to ensure DFSI has a transparent and accountable process that explains how funds are raised and distributed. The COE would like to continue working with DFSI to ensure mutual understanding of the process for raising and distributing funds.

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

## **II. NEW BUSINESS**

1. COE Expenditures. Janet Proctor requested a better understanding of expenses associated with the King and Queen Contest. Total funds raised was \$4,423.50 for a profit of \$4,033.58.

2. Review Clubs, Classes & Group Guidelines (Captured under Committee Report).

3. Review & Submit Committee Policies & Procedure final. President Knox asked for all committees to prepare and submit their Policies and Procedures.

**III. LWSC ACCREDITATION UPDATE.** Ericia King reported we await the scheduling of the review team to visit LWSC. One next step is to finalize LWSC's financial responsibility of \$800 balance owed.

**IV. DIRECTORS COMMENTS:** Ericia King reported Director Bettye Davis is still working with purchasing to move several agenda items forward. These include: Piccadilly, Aquatic Flooring and Building Expansion.

Bridgette Thompson reported LWSC is closer to securing chairs for Victory Room. Ms. King will check to see if program changes are possible to enhance availability of KIOSK. This will support our efforts to maintain a safe environment for all members.

## V. ANNOUNCEMENTS

- Email Address: [LWSCCouncilofexcellence@gmail.com](mailto: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, November 1, 2019
- Next Monthly meeting - Tuesday, November 12, 2019
- Send reports to [LWSCCouncilofexcellence@gmail.com](mailto:LWSCCouncilofexcellence@gmail.com)

## VI. ADJOURNMENT:

Meeting adjournment was motioned by Frankie Pendergrass and seconded by Conneva Hall. Meeting adjourned at 11:55.