

LWSC Counsel of Excellence

Committee Report – NOVEMBER 12, 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 had several telephone meetings.
- We discovered several discrepancies with the email addresses that were bounced back to us. We have corrected some of them and will continue to correct the others.

With the confirmation of the ladies at the front desk, we sent about three greeting cards. Elayn Ansari gave the committee some pre-printed forms that are much better to record the information. The Chair is in the process of crossing them over to the pre-printed forms.

2. ACTIVITIES FOR THE FUTURE:

- We will continue to 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