



COMMITTEE: Program

DATE: 14 JANUARY 2020

CHAIR: Rochelle W. Evans

COMMITTEE MEMBERS: Pat Arnold, Wilma Byrd, Charlene Daise, Amelia Dent, Glenda Erskine, Johnnie Hughes, Sharon Maynor, Ruth Mayo, Johnnie Presbury, Connie Wilson, and Jacqueline Woods

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- a. Reviewed final Policies and Procedures for the COE
- b. Spoke with Ms. Harris re implementation of the information for Instructors. Ms. Harris approved the procedure for members to request/recommend courses/clubs.

2. ACTIONS PLANNED FOR THE FUTURE:

- a. Jonquil Harris is in the process scheduling meetings with Instructors re the distribution of and mandatory training for Instructors on the *Members Course Request form*, *Instructors Proposed Course Description Format*, and the *Instructors Guide*,

3. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- a. CELEBRATIONS: We welcomed Committee member Patricia Arnold back from an extended period re health.
- b. Rochelle Evans thanked the members of the Program Committee for their participation and dedication to the Committee and the Council of Excellence.
- c. Rochelle Evans will continue to chair the Program Committee.