



EXECUTIVE COMMITTEE MEETING MINUTES

February 11, 2020 – 10:07AM

Attendees: Adrienne Smith, Amelia Dent, Angenell Nolton, Anna Marie Baity, Annette Hill, Charleen Knox, Conneva Hall, David Jones, Frankie Pendergrass, Janet Proctor, Mary Bolton, Pat Jackson, Rochelle Evans, Ercia King, Lorine Bizzell, Sonja Elliott

Other Attendees: Dorothy G. Linton, Dorothy Wright, Frenzena Russell, Glenda Erskine (Program Committee), Brenda Goodman, Carol Mc Neil, Deborah Bowman

Meeting was called to order at 10:07; Charleen Knox, President, welcomed everyone, followed by the introduction of the COE Executive Committee and visitors. Charleen called for the reading of Minutes. Secretary, Lorine Bizzell read minutes from the January 14 meeting. David Jones recommended minutes be read as printed. Janet Proctor made a motion to approve the minutes as read and was seconded by Conneva Hall.

The February Club, Classes, and Group Committee Report was not included in the minutes. Charleen Knox added Commissioners' Letter to agenda.

Committee Reports

ISSUES AND CONCERNS: Chair, Frankie Pendergrass reported there are no open issues. New ones pertain to healthier food choices, deep pool cleaning and elimination of mold in pool areas, limited spaces in quilting, arthritis, and aerobic classes.

PROGRAM: Chair, Rochelle Evans reported the Committee has a problem with class registration. Some people are taking repetitive classes and new people can't register for certain classes due to unavailable slots.

SPECIAL EVENTS: Chair, Angenell Nolton reported the COE Committee will sponsor a Spoken Word event in the Victory Room on Wednesday, March 18 and is seeking talented LWSC members to participate. They should contact Angenell Nolton. She will also need volunteers for this event. The Committee also attended the Demo for the New Voter Machines

CLUBS, CLASSES, and GROUPS: Chair, Amelia Dent stated that group participated in COE Executive Board Meeting activities will focus on increasing committee membership.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson stated that more training is needed for 2020 Elections. Looking into getting Seniors trained on new Voting machines. The Committee is Investigating partnerships with schools and other organizations for intergenerational activities. Pat Jackson stated that the

COURTESY AND SUNSHINE: Chair, Adrienne Smith stated the committee had no report.

DECORATING: Chair, Mary Bolton reported that she enhanced the front foyer and behind desk with flowers.

HEALTH AND WELLNESS: Chair, Sonja Elliott reported that the LWSC Health Station opening will be delayed due to construction. It will provide blood pressure checks and health and wellness materials online at LWSC website.

HOSPITALITY AND WELCOME: Chair, Conneva Hall reported the orientation for new members was held January 24th. Only 10 out of 71 invited new members attended the New Members' Meet and Greet. The Committee is recommending that New Members' Meet and Greet activities not be held in the same month as actual New Member's Orientation. The Committee will request RSVP responses before ordering food to avoid excess leftovers.

NOMINATIONS AND ELECTIONS: Chair, Annette Hill provided accurate and updated information for the Swearing in Ceremony of the newly elected COE Executive officers on January 16, 2020.

SAFETY: Chair, Anna Marie Baity reported the Safety Team met with Tyrone Bailey, Safety Coordinator, to discuss improvements for 2020 by the safety volunteers, as well as, needed supplies that will help make providing safety during an emergency much simpler.

OTHER DISCUSSIONS:

- A. Charleen Knox stated that all committees should develop a *To Do List*. We must maintain the "LWSC House" we have built. The COE chairpersons are

responsible for reviewing and communicating committee needs to LWSC staff. If the committees can't get answers, notify COE President Charleen Knox what action is needed from LWSC staff.

- B. Please send Committee reports by March 1, 2020 to Charleen Knox before March COE Meeting. If any challenges, Committee chairpersons should contact Charleen.
- C. Pat Jackson was recognized by Marcia Hunter for her continuous support on the caregiver programs. She is wearing many hats that benefit people. Pat always helps and feeds the caregivers too.

I. OLD/UNFINISHED BUSINESS

Memorial Bricks Fundraiser Update. DeKalb For Seniors President, Marcia Hunter gave the Brick Fundraiser financial report dated January 1-9, 2020. There was a reported income of \$13,845.00 with expenses of \$13,001.22 leaving a balance of \$848.78. Marcia Hunter stated she will have to solicit additional funds to purchase garden vegetation that will cost an additional \$5,000.00. Comments were made that the Memorial Garden doesn't look attractive and Lou Walker Senior Center members were concerned about its completion. Moving forward, Janet Proctor as COE Vice President will be a liaison with Marcia Hunter and assist in developing the itemized financial report including: income, expenses, salaries and any other miscellaneous items for COE to review.

Porter Sanford III Performing Arts & Community Center for LWSC Events

Janet Proctor, Anna Marie Baity and Pat Jackson are volunteer committee members who will report on the feasibility of holding LWSC larger events at Porter Sanford. Their findings will be reported at a future meeting.

II. New BUSINESS

LWSC ACCREDITATION UPDATE: There will be an accreditation meeting to hear about the site visit. When the staff knows, we will know. LWSC will not be the first Center of Excellence in the region or State. Clayton County had 3 Centers approved last year.

Charleen will cc: Bettye Davis and Erica King when she sends a letter regarding HVAC to Dekalb County COE and Commissioners.

March 18 is the date for the March 2020 Quarterly Meeting for all Center of Excellence members and the proposed date for the LWSC Memorial Brick Garden grand opening.

No update on new chairs.

III **DIRECTORS COMMENTS:** {Ericia King represented Bettye Davis}.

Staff Responsiveness: Due to comments about LWSC staff responsiveness, Ericia King is requesting that a CC: be included to Bridget Thompson and Ericia King when communicating with staff to ensure that a response is received, and questions are answered. Part of their job responsibilities is to respond, assist, and help with COE questions and concerns. Resolution requires proper notice and response time. Response to questions and concerns will improve. Jonquil Harris and Chiquita Thomas are playing musical chairs and only on-site two days a week. They have no assigned office due to ongoing construction at LWSC.

New Members' Orientation: will not be held monthly; may be quarterly.

Food Vendor at LWSC: The *Request for Proposal* is still out for food vendors and no update. Staff is ensuring all meal vendors have equal opportunity.

Classes:

Many of the fitness classes are overcrowded and the staff is looking at other options: opening the Center earlier or cutting off adding new members. Staff wants to keep class diversity and add new types of classes. Some *open* classes may change to *registered* to make more accessible to everyone. Currently adding additional classrooms. Still working on pool and possibly looking to moving swim classes to another facility.

What determines Registration (R) or non-registration class (NR):

In some classes, students begin but don't attend classes consistently which presents a problem, such classes might be opened without registration. May only have registration for larger classes and those in confined spaces. One issue with beginning swimming is replacing students who registered but miss 3 weeks of classes.

Grievances:

Grievances should be handled according to LWSC Handbook available online. Erica King will ensure that the front desk has a copy so that it will be accessible when needed and speed up Grievance Process.

IV. ANNOUNCEMENTS:

- Email Address: LWSCCouncilofexcellence@gmail.com
- COE Phone Number: 770.322.2935 (currently unavailable due to construction)
- Link to Lou Walker website to see COE Monthly Committee reports, minutes, etc. after monthly meeting.
- COE Chair reports due to LWSCCouncilofexcellence@gmail.com by Monday, March 1, 2020
- Next Monthly meeting: Tuesday, March 10, 2020

V. ADJOURNMENT:

Meeting adjournment was motioned by Conneva Hall and seconded by Annette Hill. Meeting adjourned at 11:51 am.