



EXECUTIVE COMMITTEE MEETING MINUTES

March 10, 2020 – 10:15 AM

Attendees: Amelia Dent, Angenell Nolton, Anna Marie Baity, Annette Hill, Charleen Knox, Conneva Hall, Frankie Pendergrass, Mary Bolton, Pat Jackson, Rochelle Evans, Erica King, Lorine Bizzell, Sonja Elliott

Other Attendees: Dorothy Wright, Frenzena Russell, Doris Jenkins, Tommie Lowe, Frances Switzer, Charlene Love, Shawn Maynor, Jacqueline Woods

Meeting was called to order at 10:15; Charleen Knox, President, welcomed everyone, followed by the introduction of the COE Executive Committee and visitors. Charleen Knox called for the reading of Minutes. Secretary, Lorine Bizzell read minutes from the February 11, 2020 meeting. The February Club, Classes, and Group Committee Report was not included in the minutes. Pat Jackson stated that the Community Services and Outreach Committee's training was for the 2020 Election year not the 2020 Census. These revisions will be added to the final February 11, 2020 Minutes. Pat Jackson's motioned to approve the Minutes with necessary revisions was seconded by Frankie Pendergrass.

Charleen Knox added Commissioners' Letter to agenda.

Committee Reports

ISSUES AND CONCERNS: Chair, Frankie Pendergrass reported since January 01, 2020, 48 concerns were received; two are open related to pool repair closure, availability of Spanish 1 & 2 classes for every quarter.

PROGRAM: Chair, Rochelle Evans reviewed the updated Instructor's Guide with Jonquil Harris, LWSC Program Coordinator. The committee plans to hold two instructor trainings. Additional student trainings will involve the new course evaluation process.

SPECIAL EVENTS: Chair, Angenell Nolton, reported the committee participated in COE Black History Programs, and are soliciting LWSC members to participate in the Wednesday, March 18, 2020 Spoken Word event 2:30pm – 4:00 pm in the Victory Room.

CLUBS, CLASSES, AND GROUPS: Chair, Amelia Dent stated activities will focus on increasing committee membership.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson notified COE about new voting education and Electoral College training, Friday, March 13, 2020 for committee members and interested executive board members. Each committee member will spearhead an intergenerational event.

COURTESY AND SUNSHINE: Chair, Adrienne Smith not present

DECORATING: Chair, Mary Bolton has added front entrance Floral arrangements and is establishing the 2020 calendar of events that require decorations with Event Planning Chair.

HEALTH AND WELLNESS: Chair, Sonja Elliott developed Corona virus slides for LWSC television loop that must be vetted by LWSC staff for accuracy and alignment with Dekalb County Emergency Management.

HOSPITALITY AND WELCOME: Chair, Conneva Hall is working with Erica King and Bridgette Thompson to plan new LWSC members Meet and Greet which will not be monthly.

NOMINATIONS AND ELECTIONS: Chair, Annette Hill Committee will maintain a formal, rigorous and transparent process for the election of the COE Executive Board Officers.

SAFETY: Chair, Anna Marie Baity reported about two (2) Live emergency fire drills at LWSC. There were some issues with LWSC members brought to Charleen Knox's attention. No word on ventilation for ceramic and painting rooms.

I. OLD/UNFINISHED BUSINESS

1. No update on completion of Memorial Garden; Marcia Hunter was not present.
2. Please send Committee Reports to Charleen Knox and Council of Excellence email address by April 4, 2020 to be filed online under Council of Excellence on LWSC website.
3. No feasibility update on holding LWSC events at Porter Sanford Performing Arts Center

II. NEW BUSINESS

1. Memorial Bricks Fundraiser Update: DeKalb For Seniors President, Marcia Hunter was not present, but discussion ensued with following points:
 - Need clarity on the Memorial Bricks Garden Expense Report. Janet Proctor, COE Vice-President, working with Marcia Hunter to answer questions about the report.
 - Various LWSC clubs raised funds for this DFSI project and thought funds were allocated to LWSC but need clarity on fund allocation process.
 - Moving forward, any projects need a firm budget prior to approval.
2. Committee "To Do Lists": Committee chairs submit staff questions to Charleen Knox and Janet Proctor. Charleen Knox reported receiving three responses from committees. The Program Committee met with Jonquil Harris reaching some resolution on their *Instructors' Package*.
3. Commissioners' Letter: After review of LWSC and recommendations by HVAC group, COE will develop revised Dekalb Commissioners' letter requesting that SPLOST funds be allocated to redo entire LWSC HVAC system.

III DIRECTOR'S COMMENTS: {Ericia King represented Bettye Davis}.

1. As classroom construction continues, LWSC staff working on checklist to ensure appropriate exit signs and extinguishers, etc.
2. Pool area construction going well and should, be completed in the next month.
3. Utilizing the established partnership between Janet Proctor and Marcia Hunter, who are reviewing the Memorial Bricks Expense Report is a positive process that will allow clarification and responses to the financial report questions. LWSC staff will put together a check list of questions.
4. Victory Room chairs are being ordered, no delivery date yet.
5. No update on food vendor which is still undergoing contracting process.
6. Will be stationing six hand sanitizer stations throughout LWSC.
7. LWSC staff putting check and balances process in place for malfunctioning sign-in kiosks.
8. During March 18, Quarterly COE Member Meeting, staff will address fire drill challenges including members: exiting building, location to stand, and blocking first responders.

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.
- Council of Excellence Quarterly Meeting, Wednesday March 18, 2020.
- COE Chair reports due to LWSCCouncilofexcellence@gmail.com by April 4, 2020
- Next Monthly meeting: Tuesday, April 14, 2020

V. ADJOURNMENT:

Meeting adjournment at 11:47 AM motioned by Conneva Hall and seconded by Anna Marie Baity.