



## EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, June 9, 2020 – 11:09 AM

**Attendees:** Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Anna Marie Baity, Frankie Pendergrass, Pat Jackson, Lorine Bizzell, Ericia King, Bridgette Thompson, Rochelle Evans, Conneva Hall, Mary Bolton, Adrienne Smith, Annette Hill, Jonquil Harris.

**Other Attendees:** Charlene Love, Dorothy Wright, Doris Jenkins, Lorene Knight, Dorothy Linton, Wilma Byrd, Charlene Daise, Katherine Smith, Johnnie R. Hughes, Shirley Reid.

Janet Proctor, COE Vice-President, called the meeting to order at 11:09 AM. This meeting was conducted virtually via ZOOM. Everyone was welcomed, followed by the introduction of the COE Executive Committee and visitors. Charleen Knox, COE President called for the reading of May 12<sup>th</sup>, 2020 Minutes by Secretary, Lorine Bizzell. Final May Minutes will reflect the following: the Caregivers Contact group may meet via ZOOM in October, the cost of audiovisual, security, and vendors are issues to be answered in reference to using the Porter Sanford PACC, and COE needs a May update from Dekalb for Seniors Inc., regarding the Memorial Bricks Project. Pat Jackson motioned to approve the Minutes with necessary revisions; seconded by Conneva Hall.

### Council of Excellence (COE) Committee Reports

**ISSUES AND CONCERNS:** Frankie Pendergrass stated that the committee is celebrating a reduction in instances for resolution since March 14.

**PROGRAM:** Chair, Rochelle Evans held committee meeting; group discussed: LWSC members completing online evaluations, instructors receiving virtual training for the Instructors' Guide, concerns that numerous members do not have access to the ZOOM platform or technology, and raising money to purchase IPADS or some other technology for these members. Otherwise, LWSC Virtual learning is going well.

**CLUBS, CLASSES, AND GROUPS:** Chair, Amelia Dent. Committee member, Anna Marie Baity, reported that group reviewed certification guideline packets that have been submitted by instructors. Still reviewing spreadsheet to see which CCG packets are outstanding. Once determined, each committee member will choose CCGs and work with the instructors via emails and/or phone calls.

**SPECIAL EVENTS:** Chair, Angenell Nolton conducted committee meetings on May 21<sup>st</sup> and June 3<sup>rd</sup>. Committee decided July 20<sup>th</sup>, for the ZOOM "Gospel Event" date.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson held a committee meeting, June 5th via Zoom to discuss potentially hosting an October virtual paint party. Pat will check with Dekalb for Seniors, Inc., to see if they can fund the event and will also research other funding sources. The committee also discussed planning a 'Let's Talk' event with LWSC members and young people about: protests, coronavirus, and holding an intergenerational virtual book club. Bettye Davis is checking legal issues before group can assist Seniors in filling out the 2020 Census.

**DECORATING:** Chair Mary Bolton and Bridgette Thompson discussed decorating the Center with a fresher look upon membership return.

**HOSPITALITY AND WELCOME:** Chair, Conneva Hall introduced new members on her committee: Dorothy Linton, Pat Jackson, and Annie Lowe.

**COURTESY AND SUNSHINE:** Committee member, Lorene Knight, reported that one greeting card was mailed; committee is accepting emailed suggestions for the Suggestion Box using legal names only.

**NOMINATIONS AND ELECTIONS:** Chair, Annette Hill and committee are trying to determine the time frame for elections if Center members cannot meet physically.

**SAFETY:** Chair, Anna Marie Baity, reported there were no committee meetings. Tornado, Armed Awareness drills, and Thunderstorm Lockdown Procedures will commence once Center reopens.

**HEALTH AND WELLNESS:** Chair, Sonja Elliott. Absent, no report.

**PORTER SANFORD III PERFORMING ARTS COMMUNITY CENTER:** Chair, Janet Proctor reported, the feasibility report was emailed to Bettye Davis and staff for review.

### **OLD/UNFINISHED BUSINESS**

*Vice President's Report.* Janet Proctor gave an updated Profit and Loss Report for the Brick Memorial Fundraiser through April 30, 2020: (1) Total Income (Special Events, Gift/Brick Revenues): \$13,945.00. (2) Total Expenses (Consulting Fees, Personnel & Contract Services, Supplies): \$13,996.22. (3) Net Operating Income: \$-51.22 (\*The deficit is an expense charged for the digging of 90+ holes for plants/shrubbery not budgeted for in advance).

Future Actions: (1) Make a decision on a cut-off date for selling Bricks. (2) The Brick Memorial Garden Dedication Ceremony is on hold due to COVID-19 Pandemic. (3) Prepare a Final Report for the Brick Memorial Fundraiser.

## **NEW BUSINESS**

1. Because we do not know when the Center will reopen, we all must adapt to the Zoom environment. The Chairperson and each committee should still meet and find creative ways to hold activities. **No Report** is unacceptable. Charleen Knox has a ZOOM account that is available for use by all committees.
2. A discussion ensued with available staff regarding health and safety issues prior to reopening Center. Suggestions and recommendations were shared for staff to consider. (See attached list below). Additional suggestions and/or recommendations should be emailed to Lorine and Charleen by June 15, who will forward to LWSC staff.
3. Please cc: Charleen Knox, and Janet Proctor when you send in your monthly reports.

## **DIRECTOR'S COMMENTS** (Ericia King, Bridgette Thompson)

1. Second Virtual Class Session began May 25 and will end July 3. New classes were added. The Office of Aging noticed increased class participation, and they want to ensure members can continue to use the ZOOM platform. They will continue to make improvements to ensure the membership stays connected, engaged and active via the platform.
2. If your membership has expired, you are still considered a member. When Center reopens, a social worker will interview new and reapplying members during application process.
3. Four new classrooms have been added, and the Center remodeling is 90% complete including: the aquatics area which has new: flooring, benches, and pool pump. The Victory Room chairs were delivered June 5, 2020 and the air conditioning has been repaired. The Center is also adding additional ADA parking. The Staff thanks COE and membership for their renovation suggestions.
4. The cafeteria vendor's contract is currently being reviewed by the legal department. The cafeteria is undergoing renovations including: a floor upgrade and new equipment.
5. Check the LWSC website for YouTube recordings of classes or events that were not originally made available. Some of these may be selected for public viewing.

## **ADJOURNMENT:**

Meeting adjourned at 12:55 PM motioned by Anna Marie Baity and seconded by Amelia Dent.

## ANNOUNCEMENTS

- Email Address: [LWSCCouncilofexcellence@gmail.com](mailto: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 Committee Chairpersons' monthly reports due by Monday, July 4, 2020 send reports to: [LWSCCouncilofexcellence@gmail.com](mailto:LWSCCouncilofexcellence@gmail.com).
- Council of Excellence Monthly Meeting: Tuesday July 14, 2020.

## **COE Recommendations to consider for membership and staff safety when LWSC reopens during Covid-19 Pandemic:**

1. Have gloves and masks available for members; everyone must wear masks
2. Take temperatures on all who enter building
3. Hand sanitizer stations all over building complex
4. Social distancing for seating
5. Social distancing when standing in line for cafeteria meals
6. Plexiglass for cashier in cafeteria
7. Only allow certain number of people behind stage for events, and in members kitchen
8. Full-time RN on staff
9. Covid-19 testing available upon registration
10. Reschedule classroom hours possibly open later and close earlier
11. Review hours of operation for Center
12. Directional symbols for walking around Center
13. Provision of transportation for those with high temperatures
14. Keep some level of ZOOM classes, clubs, and groups until environment is safe and secure for elimination of Pandemic with vaccine and/or medication
15. Continue sessions and reminders around building about safety and self-protection against CV-19.
16. Disinfect total complex regularly throughout the day on an hourly basis during operating hours via sprays and physically cleaning areas of facility i.e., rest-rooms, Victory Room, classrooms, etc