



July 14, 2020

EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, July 14, 2020 – 11:12 AM

Attendees: Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Anna Marie Baity, Frankie Pendergrass, Pat Jackson, Lorine Bizzell, Ercia King, Mary Bolton, Bridgette Thompson, Rochelle Evans, Conneva Hall, Adrienne Smith

Other Attendees: Charlene Love, Dorothy Wright, Doris Jenkins, Lorene Knight, Dorothy Linton, Wilma Byrd, Charlene Daise, Katherine Smith, Johnnie R. Hughes, Shirley Reid, Michael Presbury, Cynthia Knight, Karol Veasey, Shelley Taylor, Dot May

Charleen Knox, COE President, called the meeting to order at 11:12 AM. This meeting was conducted virtually via ZOOM. Everyone was welcomed, followed by the introduction of the COE Executive Committees and visitors by COE Vice- President, Janet Proctor. Charleen Knox called for the reading of June 9th, 2020 Minutes by Secretary, Lorine Bizzell. Frankie Pendergrass motioned to approve the Minutes; seconded by Conneva Hall.

Council of Excellence (COE) Committee Reports

ISSUES AND CONCERNS: Frankie Pendergrass stated that the committee met in June and reviewed 5 open issues from March.

PROGRAM: Chair, Rochelle Evans stated that the final draft of the Instructors' Guide, will include procedural implementation for virtual learning. Committee is still determining how to help home-bound members and those who are technologically challenged access classes.

CLUBS, CLASSES, AND GROUPS (CCG's): Chair, Amelia Dent reported that group met July 13, to determine what can be done about incomplete certification packets that have not been submitted by instructors. Committee will develop a generic letter to CCG's that have not responded and will meet each month to follow-up. COE President, Charleen Knox will speak to staff about the proposed correspondence.

SPECIAL EVENTS: Chair, Angenell Nolton reported that committee is planning four (4) ZOOM events: Gospel Program, July 20; Spoken Word in September; Talent Show in November; and Christmas activities in December.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson stated that a Virtual Paint Party will be held for the Caregivers Support Group. She has been in conversation with Marcia Hunter, Dekalb for Seniors, Inc. about potential funding for this event.

DECORATING: Chair Mary Bolton and Bridgette Thompson discussed decorating the Center with a fresher look upon return. She needs staff approval for sanitizing.

HOSPITALITY AND WELCOME: Chair, Conneva Hall discussed having a LWSC membership staff greeting *Drive-By*, Quarterly. Thinking about giving out cupcakes next time. Charleen Knox recommended developing a proposal and submitting to staff.

COURTESY AND SUNSHINE: Chair, Adrienne Smith, is determining with staff the best way to handle mailing out cards. Committee working with staff regarding procedures for mailing correspondence.

NOMINATIONS AND ELECTIONS: Chair Annette Hill was absent. Janet Proctor stated that the committee at the June 5 meeting, it was decided to postpone the October Election until the Center reopens. Target date: early 2021.

SAFETY: Chair, Anna Marie Baity, met with staff June 25 about safety concerns and developed many resolutions. Tornado, Armed Awareness, Thunderstorm, and Fire drills are planned for future activities. Committee also wants a scheduled virtual safety training for members. The ventilation in painting and ceramic art rooms is still needed.

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

PORTER SANFORD II PERFORMING ARTS COMMUNITY CENTER (PS): Chair, Janet Proctor, stated that further actions are on hold pending the staff's response to the committee's submitted Report regarding Pros and Cons of holding LWSC events at PS. A scheduled meeting with PS and LWSC staff and the committee is also needed.

OLD/UNFINISHED BUSINESS

Vice President's Report. Janet Proctor stated that there was no additional information on the sale of Bricks since May 2020. She spoke with Marcia Hunter, Dekalb for Seniors, Inc and Charleen Knox about continuing brick sales until all space in the Memorial Garden is taken. They unanimously agreed. The Brick Memorial Garden Ceremony will be held after the Center reopens.

NEW BUSINESS

1. All committees should meet monthly and find creative ways to plan activities. Committees can schedule with Charleen Knox to use her ZOOM account.
2. New Virtual classes will be held July 13 – August 21. Please check class ID and schedule on LWSC website and Newsletter. Classes are available and accessible to everyone. Some classes that do not discuss confidential topics may be recorded and posted for homebound individuals.
3. If LWSC members are not receiving online Newsletters, contact BridgetteThompson at bthompson@dekalbcounty:

4. When you send in your monthly reports to Charleen Knox, please Cc; Janet Proctor.

DIRECTOR'S COMMENTS (Ericia King, Bridgette Thompson)

1. Accreditation: waiting for updated status.
2. The July LWSC "Drive By" was a great morale builder for staff to see how much they have been missed and that members are staying safe and healthy.
3. Classes are being enhanced through Dekalb Office of Aging through partnering and collaborating with LWSC using the ZOOM platform that will probably remain when the Center reopens.
4. Staff are working with outside entities about safeguards and protective shields for the Front Desk, Giftshop and Cafeteria to have in place before Center reopens.
5. Classrooms are waiting for the addition of audiovisual items before completion. ADA construction occurring now.
6. When the Center reopens, lower numbers of members will be in attendance and Staff Center workdays will be staggered to ensure social distancing. Members will not be able to congregate as they used to.
7. In a Dekalb County TV (DCTV) interview LWSC staff, COE President, Charleen Knox, and Instructor, Larry Davis discussed some of the virtual services, clubs, classes, and groups still accessible while the Center is closed.
8. Many members cannot access ZOOM due to technology challenges, but they can use phones to access many of the classes. There will be future ZOOM trainings targeting these members for improved CCG accessibility.

ADJOURNMENT:

Meeting adjourned at 12:35 PM motioned by Conneva Hall and seconded by Anna Marie Baity.

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 Committee Chairpersons' monthly reports due by Monday, August 3, 2020 send reports to: LWSCCouncilofexcellence@gmail.com.
- Council of Excellence Monthly Meeting: Tuesday August 11, 2020.