



## EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 11, 2020 11:05 AM

**Executive Committee Attendees:** Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Frankie Pendergrass, Pat Jackson, Annette Hill, Lorine Bizzell, Bettye Davis, Ericia King, Mary Bolton, Bridgette Thompson, Rochelle Evans,

**Member Attendees:** Lorene Knight, Charlene Daise, Shelley Taylor, Brenda Johnson, Cynthia Donnell, Charlene Love, Barbara Johnson, Dorothy Wright

Charleen Knox, COE President, called the meeting to order at 11:05 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 July 14, 2020 Minutes by Secretary, Lorine Bizzell. Amelia Dent motioned to approve the Minutes; seconded by Janet Proctor.

### Council of Excellence (COE) Committee Reports

**ISSUES AND CONCERNS:** Chair, Frankie Pendergrass reported reviewing and closing five open issues at June committee meeting totaling fifty-three closed issues this year.

**PROGRAM:** Chair, Rochelle Evans clarified that most Dekalb County Senior Center virtual classes are available locally and nationally. Whenever Center reopens for in-person classes, some will continue to be virtual. Staff will place course evaluations online for completion. Committee is still determining how to help home-bound technologically challenged members access classes and activities.

**SPECIAL EVENTS:** Chair, Angenell Nolton's committee met in July and held a virtual Gospel Program, July 20<sup>th</sup>; other planned Events are: Spoken Word on September 25<sup>th</sup>; a Talent Show on November 23<sup>rd</sup>; and Christmas activities on December 18<sup>th</sup>.

**CLUBS, CLASSES, AND GROUPS (CCG's):** Chair, Amelia Dent reported that the group met July 13<sup>th</sup> to strategize about incomplete certification packets that have not been submitted by instructors. Charleen Knox met with staff and this action is on hold until approval is placed on final guidelines by Bettye Davis and Damon Scott.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson met with committee in July and worked the following into PowerPoint talking points a: " Let's Talk Intergenerational Event Program" to help people deal with: protests, Covid-19, and any actions occurring during an unprecedented year. Other committee activities include

organizing a Center school supplies donation to Stoneview Elementary School, assisting Seniors in preparing for upcoming elections, and holding a virtual Paint Party for the Caregivers Group scheduled in October.

**COURTESY AND SUNSHINE:** Lorene Knight reported committee met in July and sent out greeting cards. They are emailing CCG's to determine members who are ill or have passed away. Adrienne Smith will drop off cards at the Center for mailing.

**DECORATING:** Chair, Mary Bolton and Bridgette Thompson discussed decorating throughout all areas of Center with a fresher look upon reopening.

**HOSPITALITY AND WELCOME:** Chair, Conneva Hall absent. No report.

**HEALTH AND WELLNESS:** Chair, Sonja Elliott was absent. Report submitted.

**SAFETY:** Chair, Anna Marie Baity was absent. Report submitted.

**NOMINATIONS AND ELECTIONS:** Janet Proctor stated that the Committee decided to postpone the October Election until the Center reopens. Target date: early 2021.

**PORTER SANFORD II PERFORMING ARTS COMMUNITY CENTER (PS):** Chair, Janet Proctor, stated that updated information regarding the Pros and Cons of holding LWSC Events at PS will be completed when the Center reopens.

### **OLD/UNFINISHED BUSINESS**

**VICE PRESIDENT'S REPORT.** Janet Proctor stated the brick sales will continue until all space in the Memorial Garden is taken. The Brick Memorial Garden Ceremony will be held after the Center reopens.

### **NEW BUSINESS**

1. Committees should meet monthly to creatively plan activities. Committees can schedule with Charleen Knox to use her ZOOM account; however, some Committees may not be able to schedule activities until the Center reopens.
2. COE Office terms will expire December 31, 2020; however, elections cannot occur until the Center reopens. Charleen Knox is encouraging everyone to please remain in place until after the election; otherwise the LWSC staff will be without COE assistance. Please contact her if you do not want to continue.
3. Identification numbers will stay the same for CCG's until December 31, 2020.
4. Flyers advertising the Center CCG's events should be emailed 3 weeks in advance to ensure an appropriate audience. COE and staff need to work closely to get flyers out timely.

5. Pat Jackson presented a PowerPoint Presentation on Virtual Platforms for the technologically challenged seniors who are sheltering in place. Many seniors have devices but do not know how to download Apps and connect to social media to access classes. The Community Service's and Outreach Committee will plan and implement a one-on-one training using volunteer instructors after surveying membership to determine who needs this assistance. Once the volunteer has completed training, they will be assigned Seniors. Laptops and hotspots are available to loan for training. Staff will assist Pat with training the trainers. Anyone who wants to volunteer should contact Pat Jackson.

### **DIRECTOR'S COMMENTS**

(Bettye Davis, Erica King, and Bridgette Thompson)

1. Bettye Davis reported that LWSC has received a \$30,000 Cares Assistance Grant to financially assist seniors in the service area facing potential evictions, lack of food and unpaid utility bills. By October 31, 2020, 75% of this grant must be expended. Applications and required documentation are due September 1st. Applications can be completed online or can be picked up and returned to LWSC.
2. Bettye Davis discussed a Voting Initiative that will train members to work at the Election Polls. If anyone is interested, please send Bettye an Email. Training will occur onsite at the Center the end of August through October. Masks are required, social distancing will be observed as well as frequent hand sanitizing.
3. A Chess Class will be added the next session. Chess techniques have been found to assist with cognitive skills and abilities, as well as, helping individuals with dementia. Please notify others.
4. ADA parking construction has moved forward, and inspection occurred day of the meeting. The LWSC Member Kitchen is now operational.
5. Current class sessions end August 21<sup>st</sup>. Class Schedule: August 31 – October 9; October 12-16 (Staff Break), October 19 – November 20, Thanksgiving Break November 23-27 (no events or classes); November 30- December 30 (Last Session); Center will be closed December 24 and 25, 2020.
6. Erica King thanked COE for working patiently with staff as everyone adapts to a new way of living and working. All of COE assistance and flexibility has been appreciated especially as Virtual service is broadened and expanded. We are in this together.
7. Center Staff have been working with a Senior Community Center in Palo Alto, California which inquired about LWSC sharing their virtual schedules after seeing

our activities through the National Council on Aging. LWSC presence and visibility is becoming Nationally recognized beyond our community. Others are participating in our programming and our scheduling because “LWSC Seniors don’t Retire; they Refire!”

### **ADJOURNMENT:**

Meeting adjourned at 12:30 PM motioned by Frankie Pendergrass and seconded by Pat Jackson.

### **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 Sunday, August 30, 2020. Send reports to: [LWSCCouncilofexcellence@gmail.com](mailto:LWSCCouncilofexcellence@gmail.com)  
Please send to Charleen Knox, COE President and Cc: Janet Proctor, COE Vice-President.
- The next Council of Excellence Monthly Meeting will be Tuesday, September 8, 2020 at 11:00 AM.