



EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, September 8, 2020 11:05 AM

Executive Committee Attendees: Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Anna Marie Baity, Mary Bolton, Frankie Pendergrass, Pat Jackson, Annette Hill, Lorine Bizzell, Erica King, Bridgette Thompson, Rochelle Evans, Adrienne Smith, Katherine Smith

Member Attendees: Lorene Knight, Charlene Daise, Shelley Taylor, Brenda Johnson, Cynthia Donnell, Charlene Love, Barbara Johnson, Dorothy Wright, Veronica Williams, Dorothy Linton, Cynthia Scott, Paralea Covington, Alfreda Scott, Dawn West, Deborah Benton, Dee Wright, Gloria Daniel, Brenda Smith, Margaret Hester, Leroy Reid, Barbara Johnson, Wilma Byrd, Thomas Powell, Gabrielle Carty, Shelley Taylor, Valerie English, Wendolyn Llanos, Helen Ball, Shirley Reid, Thomas Rowe, Syl Lightfoot

Charleen Knox, COE President, called the COE virtual ZOOM meeting to order at 11:05 AM. 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 August 11, 2020 Minutes by Secretary, Lorine Bizzell. Pat Jackson added a correction stating Community Services and Outreach will hold an October virtual Paint Party for the Caregivers Group. Frankie Pendergrass motioned to approve the Minutes with revisions; seconded by Rochelle Evans.

Council of Excellence (COE) Committee Reports

ISSUES AND CONCERNS: Chair, Frankie Pendergrass reported no updates, but the Committee met in August to discuss how to enhance the Center upon reopening.

PROGRAM: Chair, Rochelle Evans states that course evaluations information will be added to LWSC Newsletter for online completion.

SPECIAL EVENTS: Chair, Angenell Nolton and committee met in August to discuss upcoming Center virtual events: The Spoken Word, on September 25th; The LWSC Talent Show, on November 23rd; and a Christmas Tree Lighting event, December 18th. Prior to the event, everyone will have to register to attend. This information will be posted in the LWSC Newsletter.

CLUBS, CLASSES, AND GROUPS (CCG's): Chair, Amelia Dent stated that the committee will not have updated reports until further notice when the Center reopens.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson stated the committee is working on a "Let's Get Together Technology Program" for seniors who need assistance with uploading ZOOM on their devices or may even need a device to use to access classes and other online programs. Volunteers are still needed to assist Seniors.

Staff have already collected names of 20 seniors who need this assistance. The Committee and Staff raised \$200 and collected school supplies for Stoneview Elementary School. The Principal genuinely appreciated this effort and the success of the venture. The committee is also working with Erica King on an October Voter Education Event to prepare members for upcoming elections; some of the areas covered will address absentee ballots, changing addresses, etc. Supplies will be dropped off at the Center for the Caregivers to pick-up for their October Virtual Paint Party. Pat thanked Bettye Davis and Center staff for assisting in this effort.

COURTESY AND SUNSHINE: Adrienne Smith, Committee Chair, reported committee sent (12) greeting cards. Please send names for sympathy or other greeting requests to Erica King to compile a list for Adrienne and the Committee. Adrienne will drop off cards at the Center for mailing.

DECORATING: Chair, Mary Bolton reported she will be working with staff to complete Christmas decorations for the December 18th Christmas Tree Lighting Event.

HOSPITALITY AND WELCOME: Chair, Conneva Hall absent. No Report submitted.

HEALTH AND WELLNESS: Chair, Sonja Elliott was absent. No Report submitted.

NOMINATIONS AND ELECTIONS: Chair, Annette Hill reported that Dekalb County Board of Elections is soliciting and paying voters to open November Election Day Ballots. Please refer to Janet Proctor's August 31, message "Looking for Poll Workers" sent to the COE Officers and Committee members. Please notify Annette if you are interested before you submit the Poll Worker Application.

SAFETY: Chair, Anna Marie Baity reported she shared a couple of safety food recalls with safety team, LWSC staff, and others. On August 25, 2020, a *Billiards Team Missing You Meeting* was held via Zoom. The time was spent with laughter, reminiscing, and positive energy. It was requested that another such meeting take place during the holidays.

PORTER SANFORD II PERFORMING ARTS COMMUNITY CENTER (PS): Chair, Janet Proctor, reported that the committee did not meet because the project is on hold. A ZOOM virtual meeting will be planned in the future with the Center and Porter Sanford to discuss questions raised in the Committee Report.

OLD/UNFINISHED BUSINESS

VICE PRESIDENT'S REPORT. Janet Proctor stated the Brick Memorial Fundraiser sales have continued for the Memorial Garden. Janet will request the Profit and Loss Report from Bill Butler, Accountant and Marcia Hunter, Dekalb for Seniors, Inc. ending September 30, 2020. An updated report will be given at the October meeting.

NEW BUSINESS

1. Committees should meet monthly to creatively plan activities. Committees can schedule with Charleen Knox to use her ZOOM account.
2. For a more consistent easier to read COE Report format for filing online, please submit the format dated May 21, 2020 from Janet Proctor. She will Email it again to the COE. Please review all documents carefully and share important dates. Thanks to Sandra Glass-Lewis for placing on the website.
3. For Center Events, everyone **must** register via the ZOOM Webinar Platform. The next two events for registration are the September 10, Drama production, *Ain't No Stopping Us Now*, and *The Spoken Word* on September 25.
4. The current class sessions began August 31 and end October 9. Please notify everyone that Class ID's change each session and can be found on the LWSC website. New classes are added each time.

DIRECTOR'S COMMENTS

(Ericia King, and Bridgette Thompson)

1. The Cares Assistance Grant to financially assist seniors in the service area facing potential evictions, lack of food and unpaid utility bills has been extended to November 1.
2. ADA construction is almost completed, as well as all scheduled construction. Digital screens are still needed in the classrooms, and Purchasing is in the process of finalizing the contract for the new kitchen vendor.
3. A new class hosted by Gloria Daniels that promotes casual conversation and discussion has been added to the LWSC classes from 9-9:50 AM on Tuesdays and Thursdays entitled "What's the Tea". This discussion will provide information about senior related events, deals, specials, etc.
4. LWSC 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.
5. Responding to members' questions, Ericia stated: staff will investigate the possibility of having a Flu Shots Drive-Through for members who are uncomfortable going into public buildings.
6. Please send names to Pat Jackson for anyone who needs a free loaner device i.e. laptop and/or assistance using one to access classes and events. LWSC will determine who qualifies according to certain criteria. Individuals with loaner

laptops may use them indefinitely; therefore, the senior must know how to use it. Looking to roll out next week.

7. Staff along with COE will conduct Voter Education. The Dekalb County Office of Voter Election will conduct Poll Worker Training in September and October.
8. The Center was commended for the *Active Shooter Virtual Training* taught by Tyrone Bailey.
9. Ericia King thanked COE for still moving forward with their platforms and navigating the trenches with the staff.

ADJOURNMENT:

Meeting adjourned at 12:32 PM motioned by Anna Marie Baity and seconded by Deborah Benton.

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 Sunday, October 3, 2020. Send reports to: 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, October 13, 2020 at 11:00 AM.