



**LWSC Council of Excellence**  
**Monthly Committee Report – September 8, 2020**

Submit Report to: [lwscouncilofexcellence@gmail.com](mailto:lwscouncilofexcellence@gmail.com)

**Committee:** Special Events  
**Officer/Chair:** Angenell Nolton  
**Committee Members:** Frankie Pendergrass, Mary Bolton,  
Carolyn Horace, Valerie Herrington,  
Doris Jenkins

**1. Activities Completed for the Month:**

- Participated in the COE monthly meeting on August 11, 2020.
- The Special Event Committee held a virtual meeting on August 27<sup>th</sup> to discuss Zoom Webinar and our upcoming event Spoken Word scheduled for September 25<sup>th</sup> Friday, at 1:00 pm – 2:30pm.

**2. Activities Planned for the Future:**

- The Special Events Committee has scheduled the following virtual events for 2020.
- Spoken Word – September 25<sup>th</sup>, Friday, at 1:00pm – 2:30pm
- Talent Show – November 23<sup>rd</sup>, Monday, at 1:00pm – 2:30pm
- Christmas Decorating and Tree Lighting – December 18, at 1:00pm – 2:30pm

**3. Action Required by the COE Executive Committee:**

- To inform LWSC members about Zoom Webinar registration login and the importance of registering prior to the event.

**4. Action Required by LWSC Staff:**

- To ensure all participants, committee members, and attendees are register for the Zoom Webinar prior to the event date of September 25<sup>th</sup>.

**5. Motion Stated for Executive Committee Consideration/  
Resolution/Recommendations:**

- All participants should login to Zoom Webinar 45-30 minutes prior to the start of event to ensure all devices, videos, music etc. are working properly.
- In the LWSC newsletter give a brief explanation as to what Zoom Webinar is and the importance of the event registration prior to any events if they are planning to attend.

**6. Opportunities for Celebration:**

- None