



EXECUTIVE COMMITTEE MEETING MINUTES

January 14, 2020 – 10:07AM

Attendees: Adrienne Smith, Amelia Dent, Angenell Nolton, Anna Marie Baity, Annette Hill, Charleen Knox, Conneva Hall, David Jones, Frankie Pendergrass, Janet Proctor, Mary Bolton, Pat Jackson, Rochelle Evans, Sonja Elliott, Bettye Davis, Ericia King.

Other Attendees: Berniece Reid, Carol McNeil (Bid Whist Club), Charlene Daise (Program Committee), Charlene Love, Clyde White (Golf Club), Dorothy G. Linton, Dorothy Wright, Frances W. Switzer, Frenzena Russell, Mae Redden (Membership-Decorating Committee).

Meeting was called to order by President, Charleen Knox at 10:07, who wished everyone present a Happy New Year, and welcome, which was followed by the introduction of the COE Executive Committee and visitors. President, Charleen Knox informed us that the COE meeting today needed to be completed by 11:15 as the room was scheduled at this time by the Romance Class. President, Charleen Knox, called for the reading of Minutes. Assistant-Secretary Anna Marie Baity read minutes from the December 10th meeting. Conneva Hall made a motion to approve the minutes as read. The motion was seconded by David Jones.

Committee Reports

ISSUES AND CONCERNS: Chair, Frankie Pendergrass acknowledged receiving 162 Issues through 2019, with 4 still opened. For 2020 there are currently 12 new facility issues. Frankie also shared two letters from members sharing their love for LWSC and the various activities they offer.

PROGRAM: Chair, Rochelle Evans reported the Committee has established their 2020 goals. Rochelle shared that she feels there needs to be training for instructors. Member concerns received included communication by instructors, and the class surveys. Students want assurance that the class surveys are being submitted for reviewing. Their Question: "Can the surveys be turned into staff instead of the instructor"? Rochelle also reported that there are members who

want to review the Grievance Policy stated in the CCG Guidelines. Also, she will meet with Jonquil regarding the Instructor Guides.

SPECIAL EVENTS: Chair, Angenell Nolton reported that though she was absent for quite some weeks, her committee members represented by attending the Christmas Tree Lighting Event, the CCG's classes, and the Appreciation Luncheon. On December 17th, The Committee will sponsor a Karaoke Party in the Victory Room from 2:30-4:30 pm. Angenell and Charleen Knox will meet prior to discuss and ensure all is in place.

CLUBS/CLASSES/GROUPS (CCGs): Chair, Amelia Dent reported that the Committee held several meetings for LWSC instructors and members to present and discuss the updated CCG Guidelines. There were more than 150 members in attendance. The Committee also attended the Appreciation Luncheon. And, she will be working on increasing committee volunteers.

COMMUNITY SERVICES AND OUTREACH: Chair, Pat Jackson stated the committee has no report for January. She will still submit that information as requested by the President.

COURTESY AND SUNSHINE: Chair, Adrienne Smith stated the committee has no January report. She will submit that information as requested by the President. Adrienne also shared that the Garden Club received a large donation of seeds.

DECORATING: Chair, Mary Bolton reported for 2020 she will enhance the front entrance of the LWSC building. She will donate the items. Plastic containers are still requested for all Christmas and other articles being stored.

HEALTH AND WELLNESS: No report, however, Chair Sonja Elliott returned today with welcomes and blessings from all present.

HOSPITALITY AND WELCOME: Chair, Conneva Hall reported the orientation for new members will be January 17th. She will meet with Erica to ensure all goes well. The new members Meet & Greet will be January 24th. Pat Jackson and Annie Lowe will represent in place of Conneva, who will be away.

NOMINATIONS AND ELECTIONS: Chair, Janet Proctor stated there is no report for bylaws as 2019 is completed. Vice-President, Janet Proctor did state that the COE Executive Board still needed a secretary, the Nomination and Election Committee needs a Chair, and the swearing in of the 2020 COE officers will be held, January 16th at 1:30 in the Atrium.

SAFETY: Chair, Anna Marie Baity reported the facility Fire Drill took place on December 11th, with an out-of-the-building time of 18 minutes, reported by Tyrone Bailey. The time will need to be reduced in future drills. There were two new safety volunteers to join the committee, Willie Mae Holt and Charles Davis.

OTHER DISCUSSIONS:

- A. Carol McNeil, Bid Whist Birthday Club, introduced a formal complaint from the club and other LWSC members regarding the inadequate temperatures throughout LWSC facility. They would like the COE Executive Board to address the issue for getting a new HVAC system to the CEO, Dekalb County and the Board of Commissions. Charleen Knox stated the complaint should be forwarded to Chair, Frankie Pendergrass, Issues and Concerns for reviewing. Carol McNeil stated she would like to work with Frankie on this issue. Director, Bettye Davis, recommended she and the COE Executive Board look into the SPLOST Funding. Also, it might be advantageous for COE members to attend the next Commissioner's meeting. Charlene Daise commented the poor temperatures within many buildings of this type are being affected.
- B. David Jones wanted to know where the CCG Certification Member's Agreements were, they are at the front desk.
- C. Question to Pat Jackson from members regarding paragraph in Certification Member's Agreement which states they could be responsible for another member's validity of membership. Paragraph will be reviewed and discussed by Charleen Knox, President, Amelia Dent, CCG Chair, and CCG committee, following COE monthly meeting.
- D. President, Charleen Knox requested all CCG booklets be completed and turned in. Also, Room A114 has been converted into a shared office that can be used by the Council of Excellence.

- E. Annette Hill has volunteered to be the Chair for the Nomination and Election Committee. Congratulations!!!

I. OLD/UNFINISHED BUSINESS

Memorial Bricks Fundraiser Update. No DFSI representative present to update progress. From visual inspection we see the bricks are in ground.

Pros & Cons of relocating major events to Porter Sanford III Performing Arts & Community Center. To be discussed at a future meeting.

II. NEW BUSINESS

LWSC ACCREDITATION UPDATE: Bettye Davis reported LWSC has completed all requested information from the Accreditation Board. The next step is the site visits.

III. DIRECTORS COMMENTS: Bettye Davis reported the new headquarters for Human Service Offices will be at 30 Warren Street. Currently, Piccadilly, Conyers GA is delivering lunches to LWSC, served by staff and center volunteers. Coffee and water are offered free each morning to members by LWSC. There was only one proposal in response to the RFP. The one response is being reviewed by LWSC, Purchasing, Board of Commissioners, and Procurement, pending approval. The Aquatic flooring contractors have been selected, and work should be completed late April 2020.

Judge Ramsey will swear-in the COE Officers on January 16th. Bridgette Thompson's surgery went well.

Ericia King stated she will see if letters have been sent out to new members to attend New Members Orientation and Meet & Greet. Ericia also reported that due to renovations, there will be some changes within the classrooms due to limit space.

IV. 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 Chair reports due to LWSCCouncilofexcellence@gmail.com by Monday, March 3, 2020
- Next Monthly meeting - Tuesday, March 10, 2020
- COE Quarterly Meeting – Wednesday, March 18, 2020

V. ADJOURNMENT: Prior to the adjournment, Annette Hill gave thanks to Director, Bettye Davis, for her honesty, and for leading us and being an advocate for the LWSC and its members. Compliments were also given to Erica King and Bridgette Thompson for their dedication and commitment.

Meeting adjournment was motioned by Amelia Dent, and seconded by Janet Proctor. Meeting adjourned at 11:25 am.