



## EXECUTIVE COMMITTEE MEETING MINUTES Tuesday, October 13, 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, Conneva Hall, David Jones, Bettye Davis

**Member Attendees:** Over 75 members attended this meeting.

Charleen Knox, COE President called the COE virtual ZOOM meeting to order and welcomed everyone at 11:05 AM. COE Vice- President, Janet Proctor initiated an introduction of the COE Executive Committees and visitors. Charleen Knox called for the reading of September 8, 2020 Minutes by Secretary, Lorine Bizzell. Angenell Nolton corrected “no events” for November 23” because the Special Events Talent Show will occur on November 23. The Courtesy and Sunshine reporting procedure was incorrect. Anyone requesting a card be sent should contact one of the committee members. Janet Proctor motioned to approve the Minutes with revisions; seconded by Frankie Pendergrass.

### COUNCIL OF EXCELLENCE (COE) COMMITTEE REPORTS

**ISSUES AND CONCERNS:** Chair, Frankie Pendergrass reported no open issues.

**PROGRAM:** Chair, Rochelle Evans requested that everyone complete the online course evaluations noted in the LWSC Newsletter.

**SPECIAL EVENTS:** Chair, Angenell Nolton discussed the upcoming Center virtual events: The LWSC Talent Show on November 23 and a Christmas Slide Show Celebration, December 18, 1:00-2:30 P.M. The Spoken Word Event held on September 25, can be viewed on the LWSC website.

**CLUBS, CLASSES, AND GROUPS (CCG's):** Chair, Amelia Dent stated that the committee has no additional updates until after the Center reopens.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson stated the committee has been working on a “Let’s Stay Connected” Program for seniors in need of Laptops. A list of 35 seniors was submitted to Bettye Davis in October. A marketing flyer requested *Let’s Stay Connected Volunteers* who will assist seniors with uploading ZOOM on their devices. A tech needs questionnaire has also been developed for distribution. The Virtual Paint Party for the Caregivers Support Group was held, Wednesday, October 7. DeKalb For Seniors sponsored this successful event.

**COURTESY AND SUNSHINE:** Lorene Knight, Committee Member reported they have developed an updated protocol for sending greeting cards. They sent five Get Well and five Sympathy cards.

**DECORATING:** Chair, Mary Bolton reported she will be working with staff to complete Christmas decorations for the December 18<sup>th</sup> Christmas Tree Lighting Event. She will also try to decorate for the Drive-By Flu Shots Octoberfest Event.

**HOSPITALITY AND WELCOME:** Chair, Conneva Hall has no additional updates due to Center closing because of COVID-19 pandemic.

**HEALTH AND WELLNESS:** Chair, Sonja Elliott continues to promote and stress the importance of following: CDC, WHO, and DeKalb County Georgia, guidelines for combating and resolving the COVID19 pandemic. Committee will eventually focus on developing, promoting, and instituting a long-term obesity health care initiative

**NOMINATIONS AND ELECTIONS:** Chair, Annette Hill reported that nominations and elections activities will begin when the Center reopens.

**SAFETY:** Chair, Anna Marie Baity reported sharing Dekalb County CV and safety tips.

**PORTER SANFORD II PERFORMING ARTS COMMUNITY CENTER (PS):** Chair, Janet Proctor, stated that a ZOOM virtual meeting may occur in the future between the Center and Porter Sanford staff to discuss questions raised in the Committee Report.

## **OLD/UNFINISHED BUSINESS**

- **VICE PRESIDENT'S REPORT:** Janet Proctor stated that she received Profit and Loss printout from Bill Butler for the 2019 Brick Memorial Fundraiser dated January 2019 – September 2020. No change from the June 9, 2020 report: Total Income (Special Events, Gifts/Brick Revenue): \$13,945.00; Total Expenses (Consulting Fees, Personnel & Contract Services, Supplies): \$13,996.22; and Net Operating Income (Expenses not included in Budget): -\$51.22. There are several action items pending the reopening of the Center: cut-off date for selling bricks and the Brick Memorial Garden Dedication Ceremony. A year-end Profit and Loss Report will be presented at the December 8<sup>th</sup> COE 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 and easier to read COE Report for filing online, please fill out and submit the format dated May 1, 2020 from Janet Proctor.
3. Charleen will contact Bettye Davis about the computer roll out for the 35 seniors who are waiting for laptops to begin the next class session. She needs the name of the computer vendor. These seniors must be notified that this is on hold.
4. Please complete the on-line Course Survey noted in the LWSC Newsletter and add any suggestions about new classes. The upcoming class session will begin October 19 and end November 20, 2020. Class ID's and Passcodes change each session and can be found on the LWSC website. New classes are added each time.
5. Pat Jackson gave important information about the Early and Absentee Ballot Voting and Verification Process including: ongoing early voting times and dates, how to fill out and package absentee ballots, how to access voter information online, locations of secured Board of Election drop boxes, and how to determine your absentee ballot status, etc.

### **DIRECTOR'S COMMENTS**

(Bettye Davis, Ericia King, and Bridgette Thompson)

1. With the submission of all the required information, Director, Bettye Davis has encouraged the National Council on Aging and the National Senior Center Accreditation Association to move forward with Center accreditation.
2. The Center will be an actual November 3, polling location. Different organizations are offering free rides to the polls: Dekalb for Seniors, Inc. the Neighborhood Assistance Corporation of America, and LWSC. Please check the LWSC website to register. Social distancing and COVID-19 precautions will be observed.
3. A new contractor will be managing the pool.
4. INSPIRE EDU, the laptop contractor is trying to have the new laptops for approved seniors in place before the new classes.
5. Responding to a question about flu shots, Ericia stated that staff have planned an "Octoberfest" Fall Festival Celebration for Thursday, October 15 from 10 A.M. to 2 P.M. Included in this celebration are the following: Drive-Through Flu shots, a food truck, music, costume dressing, pictures, and free give-a-ways. Please wear masks and observe social distancing.

6. To maintain everyone's health, the Center is being prepared with a different look for reopening; a temperature gauge will scan your body as you walk through the door. Rules and policies will be in place requiring mandatory compliance.

### **ADJOURNMENT:**

At 12:49 PM, the Meeting was adjourned as motioned by Conneva Hall and seconded by Anna Marie Baity.

### **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, November 1, 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, November 10, 2020 at 11:00 AM.