



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Tuesday, November 10, 2020 11:07 AM**

**Executive Committee Attendees:** Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Anna Marie Baity, Mary Bolton, Frankie Pendergrass, Pat Jackson, Lorine Bizzell, Erica King, Bridgette Thompson, Adrienne Smith, Conneva Hall, Sonja Elliott

**Member Attendees:** 62 COE members attended this meeting.

Charleen Knox, COE President called the COE virtual ZOOM meeting to order and welcomed everyone at 11:07 AM. COE Vice- President, Janet Proctor initiated an introduction of the COE Executive Committees and visitors. Charleen Knox called for the reading of October 13, 2020 Minutes by Secretary, Lorine Bizzell. Frankie Pendergrass motioned to approve the Minutes; seconded by Amelia Dent.

**COUNCIL OF EXCELLENCE (COE) COMMITTEE REPORTS**

**ISSUES AND CONCERNS:** Chair, Frankie Pendergrass reported one new issue was resolved that changed the online Printable LWSC *Virtual Learning Environment* Class Schedule listed by the Instructor's name back to the sequential times classes occur.

**PROGRAM:** Chair, Rochelle Evans thanked staff for extending class participation to other Senior Centers. One-hundred and thirty members completed the on-line class evaluations as favorable. The only issue is members want to attend some classes held at the same time. Thirty members received laptops and the rest will need to be trained on how to use. Committee is still seeking volunteers to train members.

**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. Both will occur 1:00-2:30 P.M.

**CLUBS, CLASSES, AND GROUPS (CCG's):** Chair, Amelia Dent stated that the Committee will not contact CCG's that have not completed the CCGs Certification package because many are not meeting. Charlene Knox spoke with Bridgette Thompson and Erica King concerning this issue. LWSC Director, Bettye Davis and Damon Scott, Human Services Director, would have to approve the CCGs Guidelines.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson stated the committee's "Let's Stay Connected Program" has distributed laptops from *Inspire Edu* to 30 seniors. An additional ten seniors may receive laptops through the Caregiver's

Grant. Volunteers are still needed who will assist seniors with uploading ZOOM on their devices. Please notify Pat with names of Seniors still having problems navigating devices. The Committee made visits to nursing homes and senior high rises for the *Nursing Home Initiative* to give holiday bags, cards, and cheer. They have also been working on the *Voting Initiative* including mailing post cards reminding people to vote and determining people who need help at the polls.

**COURTESY AND SUNSHINE:** Lorene Knight, Committee Member, reported that the committee is collaborating with the Hospitality and Welcome Committee on planning the *Celebration and Remembrance of Our Loved Ones* Event to be held December 1, 2020.

**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.

**HOSPITALITY AND WELCOME:** Chair, Conneva Hall stated the Committee is working with Courtesy and Sunshine Committee on the December *Celebration and Remembrance* Event. The Committee is also planning a December 4, 2020 Virtual *Meet and Greet* for all new Center members.

**HEALTH AND WELLNESS:** Chair, Sonja Elliott stated that she is awaiting news about a potential COVID-19 vaccine and the implications for Center membership and staff.

**NOMINATIONS AND ELECTIONS:** Committee member, Janet Proctor, encouraged everyone to exercise their Right to Vote in the January 2021 Run-off Election.

**SAFETY:** No Safety Meeting for the month of November. Due to closing of Center, no safety activity is needed.

**PORTER SANFORD II PERFORMING ARTS COMMUNITY CENTER (PS):** Chair, Janet Proctor, is planning for a future virtual meeting between the Center and Porter Sanford staff to discuss the Pros and Cons of holding activities at the Porter Sanford Center.

## **OLD/UNFINISHED BUSINESS**

**VICE PRESIDENT'S REPORT:** Janet Proctor stated that there is no change since the June 19, 2020 Brick Memorial Fundraiser Report reviewed at the October 13, 2020 COE Meeting. Contact Charleen Knox or Janet Proctor to purchase Memorial Bricks.

## **NEW BUSINESS**

(Charleen Knox)

1. Georgia Run-off Senatorial Election will be held, January 5, 2021. Monday, December 7 is the deadline for voter registration. Please check *My Voter* page to register for Absentee Ballots or call your County Board of Elections. Early voting will

begin December 14, 2020. Please check on-line for voting sites and Secured Board of Election Drop Boxes.

2. A biodegradable balloon release will occur for the *Celebration and Remembrance of Our Loved Ones* Event in the lower Center parking lot, December 1, 2020 from 11:00 AM to 1:00 PM acknowledging LWSC loved ones and other family and friends. Contact Charleen Knox or Janet Proctor with the names of loved ones. If you joined LWSC June 2019 through December 2020, please attend the New Member's Virtual Meet and Greet, December 4, 2020.
3. Charleen thanked all COE Committee Chairs and members and LWSC Staff for their hard work during the pandemic. Special recognition went to the Special Events Committee for keeping the Center members regularly entertained. Need members to volunteer for the COE Executive Committees.
4. Questions for research and response included the following: Is the A/C system fixed in Fitness Room 106, and will there be ventilation in the Art and Pottery Rooms? Will there be concessions, or some type of comp made for those who paid 2020 dues? Will the Center consider continuing Virtual COE Meetings on reopening?

#### **DIRECTOR'S COMMENTS**

(Ericia King, and Bridgette Thompson)

1. LWSC submitted documents justifying that the Center is open and holding Virtual classes, events, and some outside in-person activities. Our next class session will begin Monday, November 30, and end December 23, 2020.
2. Center improvements include upgrades to the Locker Room, Victory Room and Cafeteria. More ADA parking and four new classrooms have been added. Some of the Center staff were moved out of the building. Bridgette and Ericia thanked COE Committee and members for working alongside the staff.
3. Please attend the following activities: Tuesday, November 17, Open Enrollment *Medicare Q and A* session; November 20, *Thanksgiving Bingo with Tracie*; and the *LWSC Talent Show* on November 23.

#### **ADJOURNMENT:**

At 12:35 PM, the Meeting was adjourned as motioned by Anna Marie Baity and seconded by Conneva Hall.

## **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 Tuesday, December 1, 2020. Please send to Charleen Knox, COE President and Cc: Janet Proctor, COE Vice-President.
- The next Council of Excellence Monthly Meeting will be Tuesday, December 8, 2020 at 11:00 AM.