



## **Monthly Committee Report – February 9, 2021**

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

**Committee:** Courtesy & Sunshine

**Officer/Chair:** Adrienne Smith

**Committee Members:** Alfreda Scott, Barbara Adams, Deborah Benton, Dorothy Wright, Kristy Rogers, Lorene Knight and Veronica Williams

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

- Attended the COE Executive Committee Meeting.
- Greeting cards were sent out: (5) Get Well and (2) Sympathy.
- On January 4, 2021, held a Special Meeting with Charleen Knox to discuss and resolve Committee issues.
- Committee established a set meeting date: 3<sup>rd</sup> Wednesday of the month at 4:00 PM.

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

- None.

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

- None.

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

- Address and mail out Greeting Cards.

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

- None.

### **6. Opportunities for Celebration: None.**