



Monthly Committee Report – September 14, 2021

Submit Report to: lwscouncilofexcellence@gmail.com

Committee: **Courtesy & Sunshine**

Officer/Chair: **Adrienne Smith**

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

1. Activities Completed since August 10, 2021:

- Committee attended the COE monthly Board meeting on August 10, 2021 via Zoom.
- Committee had our meeting on August 18, 2021.
- Eight (8) greeting cards were sent out.
- Attended the COE Chairperson's meeting on August 20 and September 3, 2021.
- The Courtesy & Sunshine Committee and Hospitality & Welcome Committee met on September 8, 2021 to discuss plans for the "Celebration and Remembrance of Loved Ones" Program.

2. Activities Planned for the Future:

- The "Celebration and Remembrance of Loved Ones" Program. to be held on December 10, 2021.

3. Motion/Stated for COE Executive Committee Consideration, Resolution and/or Recommendations:

- We move that the COE Executive Committee approve our request to host the "Celebration and Remembrance of Loved Ones" Program on Friday, December 10th, 11:00am - 2:00pm at the Lou Walker Senior Center.

4. Action/Approval Required by the COE Executive Committee:

- Request approval to move forward with planning for the “Celebration and Remembrance of Loved Ones” Program.

5. Action/Approval Required by the LWSC Staff: Yes.

- Request LWSC Staff continue to send out Greeting cards.
- Request funding from staff for decorations and tokens for the member deceased.
- Request approval to use outdoor space on the Lower-Level Parking Lot at LWSC.
- Request Publicity support for “Celebration and Remembrance of Loved Ones” Program.
- Request use of Restrooms during the event .
- Request Security to direct traffic, assist with parking and sign-in sheets (if applicable).
- Request 4 Tables and 8 Chairs for event.
- Request Podium and Microphone.
- Request DJ, JD Hall and Music.
- Request Technical support and assistance with Webinar, if there is inclement weather on that day.

6. Opportunities for Celebration: Pending.