



Monthly Committee Report – October 12, 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 September 2021:**

- Committee attended the COE monthly Board meeting on September 14, 2021, via Zoom.
- Committee did not meet in the month of September 2021.
- Eight (8) greeting cards were sent. (7 sympathy & 1 Get well)
- Attended the COE Chairperson's meeting on September 3 & September 6, 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:**

- None

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

- None

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: The LWSC National Accreditation ceremony held on October 8, 2021.