



## Monthly Committee Report – July, 13, 2021

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

**Committee:** Program

**Officer/Chair:** Vacant

**Committee Members:** Patricia Arnold, Wilma Byrd, Maureen Craig, Charlene Daise, Glenda Erskine, Carolyn Keita, Wendolyn Llanos, Sharon Maynor, Ruth Mayo, Johnnie Presbury, and ad hoc member George Wadley

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

- The Committee did not have a meeting this month.
- Committee Members Maureen Craig and Wendolyn Llanos have agreed to act in the capacity of co-chairpersons until another chairperson is appointed.
- Erica King provided the Committee the final draft of the Instructors Guide.

**2. Activities Planned for the Future:** None.

**3. Motion/Amendment Stated for Executive Committee or LWSC Staff Consideration, Resolution and/or Recommendations:** None.

**4. Action Required by the COE Executive Committee:** None.

**5. Action Required by the LWSC Staff:**

- As noted in last month's report, the Center's staff will publish and distribute the Instructors Guide to all instructors.
- Staff will provide mandatory training on the Instructors Guide.

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