



## Monthly Committee Report – September 14, 2021

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

**Committee: Program**

**Officer/Co-Chairs: Wendolyn Llanos and Maureen Craig**

**Committee Members: Patricia Arnold, Wilma Byrd, Charlene Daise, Glenda Erskine, Carolyn Keita, , Sharon Maynor, Ruth Mayo, Johnnie Presbury, and Ad Hoc Member George Wadley**

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

- The Co-Chairs, Maureen Craig, Wendolyn Llanos met with Rochelle Evans to review the status of two projects, the focus group for men and the **Instructors Guide**, and to plan the Committee's upcoming meeting in September 2021.
- **Men-Only Focus Group:** Tyrone Bailey gave a brief update on the progress of the Men-Only Focus Group. He will explore possible names of this new program. The Committee urged him to use various means to reach out to male members, including promote future meetings in the LWSC newsletter, and develop a list of all the registered male members to contact them individually informing them of the focus group and inviting them to participate. The next focus group planning meeting is scheduled for August 16, 2021.
- **Instructors Guide:** The Program Committee met August 2, 2021 and began the review of the final draft, of the **Guide**. Instructors' training on the **Guide** will be scheduled after it is published and distributed to all instructors.

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

- Complete final review of the **Instructors Guide**.

**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:**

- Plan and conduct focus groups and increase participation. Meet with the initial planning group of men to finalize the plans for the focus group.
- Create a name for this men's program.
- Expand the outreach to the Center's male members using flyers and announcements in the Center's Newsletter.
- Implement the plan and conduct men's focus group sessions. Ask the Center's Group leaders for contact information of the men in their Groups.
- We suggest that the **Instructors Guide** training be conducted as a webinar.

**6. Opportunities for Celebration:**

- None.