



Special Events Committee Report

February 8 , 2022

Chairperson: Charleen Knox

Committee Members: Brenda Johnson (Co-Chair), Paula Mack, Thomas Powe and Dorothy Wright

Attendance at Committee Meeting since last Report: Brenda Johnson, Paula Mack, Thomas Powe and Dorothy Wright

1. Activities/Events completed since the last COE Meeting:

- a. Held Committee meeting on January 7, 2022, via Zoom.
- b. Chair attended the COE meeting on January 11, 2022, via, Zoom.
- c. Attended COE Chairperson's committee meeting on January 17, 2022, via Zoom.
- d. Held Committee meeting on January 24, 2022, to discuss and plan 2022 Special Events.

2. Activities/Events that have been Discussed/Planned for the Future:

- a. The 2022 COE Special Events Schedule.
- b. Organizing the upcoming Black History Program on February 25, 2022, at ____ pm, via Webinar.

3. Motions and/or Requests for Action from the COE Executive Committee and/or LWSC Staff is attached.

4. Next Committee Meeting Date, Time & Location: Monday February 28, 2022, at 4:00 pm, via Zoom.

Submit Report to: President and Vice President



Motion and/or Action Request Form

Date: February 8, 2022

Committee: Special Events

To ensure an accurate record of the Executive Committee and LWSC Staff decisions, please fill out this form and turn it in to the President and Secretary no later than 5 days prior to the monthly COE meeting.

Submitted By: Charleen Knox, Chairperson

1. I move that the COE Executive Committee approve/authorize the
 - a. Special Events Committee to hold activities for the first quarter:
 - (1) Black History Program: Friday, February 25, 2022, at 2:00 pm.
 - (2) Bingo Game: Friday, March 25, 2022, at 2:00 pm.
 - (3) Old Time Inter-Generational Gospel Program, Friday, April 14, 2022, at 2:00 pm.
 - b. Request Webinar Tech support.
2. I request approval/action from the LWSC Staff to:
 - a. Publish Flyer on the LWSC website.
 - b. Put Flyer in the LWSC weekly Newsletter.
 - b. Provide Webinar Tech support on February 24 and 25, 2022.