



SLFS Policies & Procedures Subcommittee Meeting  
Hiram Clarke Multipurpose Center @ 7:00 pm  
Thursday, May 4, 2017

Members in attendance: Lisa Brooks, Kim Topps, Cherise Story, Marsha Penn, Jo Carolyn Goode, Lucy Bremond, Gwendolyn Brinkley, Yolanda Murdock, Sandra Wiley, Tishuana Washington and Michelle Lastrape

**Call to Order:** The meeting was called to order by Mrs. Lisa Brooks at 7:03 pm.

**Approval of Agenda:** Mrs. Gwendolyn Brinkley moved that the agenda be accepted as documented. The motion was seconded by Ms. Sandra Wiley. The motion carried and the agenda was approved.

**Meditation:** Mrs. Brooks provided a brief meditation.

**Rules Governing Meeting:** Mrs. Brooks provided the rules governing the meeting.

**Purpose of the Meeting:** Mrs. Brooks stated that the Emeritus members requested that a subcommittee that consist of prior Scholarship Luncheon and Fashion Show Chairman and Co-Chairman be convened to review the 2017 debriefing and previous wrap up committee information so guidelines and recommendations can be documented and presented to the Board of Directors for review and approval. Mrs. Bremond requested that alternative signature fundraising options to be considered and presented to the Board as well.

**Appointed Subcommittee Members:** The following members were appointed by the President to serve on the special SLFS guideline and procedures subcommittee:

- |                                    |                  |
|------------------------------------|------------------|
| • Barbara Hayes (Chairman)         | LaDonna Harris   |
| • Gwendolyn Brinkley (Co-Chairman) | Theedral Jackson |
| • Sandra Wiley                     | Barbara Roberts  |
| • Tracy Warner                     | Josena Auzenne   |
| • Joyce Warner                     | Demetria Jones   |
| • Yolanda Murdock                  | Cherise Story    |
| • Pam Lazard                       | Kim Topps        |

President Brooks thanked the previous Chairman and Co-Chairman for the historical information and insight that was provided.

**Debriefing Information:** Mrs. Bremond distributed wrap up reports from the following annual signature events:

- 32<sup>nd</sup> SLFS - Sandra Wiley, Chairman
- 33<sup>rd</sup> SLFS – L. Renee Lowe, Chairman
- 34<sup>th</sup> SLFS – Lisa Brooks, Chairman
- 35<sup>th</sup> SLFS – Nedra Washington, Chairman
- 36<sup>th</sup> SLFS – Barbara Roberts, Chairman

Mrs. Bremond suggested that the subcommittee review the historical information and document proposed SLFS rules and regulations prior to the planning process begins for the 37<sup>th</sup> Annual SLFS. Mrs. Bremond also recommended that the subcommittee determine if an alternative activity be considered as the signature event. Mrs. Brooks recommended that the appointed subcommittee meet, review the provided information, develop and document a timeline to present to the Board of Directors. The planning process of the signature event and documentation of proposed rules and regulations should occur simultaneously. Members of the committee agreed that the planning process should commence while procedures are being documented.

**New Business:** None

**Announcements:** Mrs. Brooks reiterated that appointed Chairman and Co-Chairman for the signature event should have previous SLFS committee experience and have knowledge of what is required to plan the signature event. Mrs. Brooks announced that Mrs. Yolanda Murdock will serve as the 37<sup>th</sup> Annual SLFS General Chairman and Ms. Karen Grays will serve as the General Co-Chairman. Confirmation is pending on additional General Co-Chairman.

**Next Meeting:** TBD. The wrap up documents and additional historical information will be reviewed by the subcommittee. The subcommittee will schedule a meeting.

**Adjournment:** The meeting was adjourned at 8:15 PM