

The background of the cover is a photograph of a multi-paned window set in a light-colored stone or concrete wall. The window reflects a blue sky with white clouds. In the foreground, a large, bushy plant with numerous bright pink flowers and some white blossoms is positioned in front of the window.

Member Handbook

Living Well and Learning Every Day.

OSHER LIFELONG LEARNING INSTITUTE

at George Mason University



Member Handbook

Front Cover Photo by O. Louis Mazzatenta

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WELCOME TO NEW MEMBERS!

This handbook is designed to acquaint you with the Osher Lifelong Learning Institute (OLLI) family. It provides basic information about how the Institute operates and how you can enhance your own OLLI experience.



You are already familiar with the contents of our catalog, it's terrific class listings, club offerings, special events and trips. Before long, you will learn what kinds of courses you most enjoy—large lectures, small friendly discussions, performance groups or language classes. We encourage members to visit each of the three locations to broaden their OLLI program choices.

When you begin taking classes, a liaison will introduce the instructor to you, inform you of any special announcements and remind you to always wear your name tag, necessary in our large organization as a courtesy to the teacher and fellow students. The liaisons will also remind you to sign in at each session, thereby keeping staff informed about attendance and the success of the class.

CATEGORIES OF MEMBERSHIP

- Full members are entitled to unlimited* courses and activities at any OLLI location over four consecutive terms, and eligible for a Mason ID card to receive certain university privileges and discounts (see page 16). Annual dues, as of the winter 2017 term, are \$425.
- Introductory rate members are entitled to unlimited* courses and activities at all three OLLI locations for just one term for \$150. After this initial term, you may become a full member by paying \$425.

* As space is available

PURPOSE AND BACKGROUND

Our purpose is to provide intellectual and social experiences for retirees and older adults in the Northern Virginia community. No one will ask you to take an exam, and you won't be concerned about earning credits. Your courses, attendance at special events and ongoing activities, will provide you with many opportunities to make friends.



Founded in 1991, we are an independent organization run by our members on a volunteer basis, with a small paid administrative staff. OLLI is an affiliate of George Mason University (Mason), a member of the Road Scholar (Elderhostel) Network and receives support from the Bernard Osher Foundation.

STRUCTURE

OLLI is governed by a Board of Directors elected by the membership on an annual rotating basis. Board members serve three-year terms and may be re-elected, but may serve no more than two consecutive terms. The Board elects its own officers, and they include president, vice president, secretary and treasurer.

The Board of Directors normally meets at 10:00 on the third Friday of the month, mostly at Tallwood, but at least once annually in Reston and Loudoun. These meetings are open to members, and the Board encourages members to attend. Becoming informed about important OLLI matters, future plans and policies is a good investment of member time. An annual meeting occurs in late spring where those running for positions on the Board present their qualifications for office.

The Board sets policies, approves the budget and oversees the functions of the executive director. It also sets up standing committees that currently include audiovisual support, publications, *E-News*, website development, facilities, finance, governance, landscaping, member services, program, outreach, strategic planning and university liaison. In addition, OLLI has program planning groups that assist in the development of courses/event in the following areas: art/music, economics/finance, history/current events, humanities/social sciences, language/literature/theater, religious studies, science/technology/health and special events. The Board president appoints the chairs for each committee and each chair is responsible for selecting its members. Some committees require more members than others, and all chairs welcome inquiries about opportunities to serve on their committees.

The executive director works at the behest of the Board of Directors and is responsible for the smooth operation of the Institute. The executive director oversees the staff and office, the overall program and outreach. The executive director also serves as OLLI's contact person and representative to the public.

STAYING INFORMED

The OLLI Catalog

The current term catalog is the primary source of information about the ongoing operation of OLLI. In addition to courses, special events and clubs, you will find information about site locations, registration procedures, Mason privileges, closing policies, directions to classroom sites and opportunities to support OLLI financially or as a volunteer. The catalog is available in hard copy and online at the OLLI website.

The OLLI Website

OLLI's website (olli.gmu.edu) contains a vast amount of information about the Institute. It's the place to look first for answers to any questions.

Email Messages

The OLLI office frequently sends email messages and e-blast alerts to the membership. These messages will inform you of recent developments, provide timely reminders and will keep you aware of what is going on with the Institute. Email is also used to send members their course schedules and provide updates and timely reminders.

Members should ensure that OLLI has a reliable email address. This can be done via the "My Profile" menu when you are logged onto the online member portal (olligmu.augusoft.net). We also suggest that the web address (olli@gmu.edu) be included in address book or contacts on your personal computer, tablet or smartphone.

OLLI E-News

E-News is the newsletter communicating information about OLLI and Mason events to OLLI members. It is emailed to members on Friday—weekly when classes are in session and on a reduced schedule between terms. At the end of each term, the publication schedule until the start of the next term is announced.

If you are not receiving *E-News* in your email in-box, check your spam folder. If it is there, move it to your in-box. To keep *E-News* out of your spam folder in the future, please add gmuolli@yahoo.com to your

contacts list/address book. If this doesn't work, email the *OLLI E-News* editor and we will check to see if the email is going to your email server. Some email services have glitches, particularly with email that contain table of contents and back to the top links. At the upper right hand corner of the *E-News* there is a link that says "View this email in your browser." Use this link if you are having such problems.

If you need to enlarge the *E-News* because of the font size or to see larger picture images, press the "control" and "plus" keys on your PC simultaneously. Some browsers such as Firefox have a zoom feature under the view tab.

If you would like to contribute an article to *E-News*, submissions must be sent to the *E-News* Editor (ollienewseditor@gmail.com) by 6:00 Tuesday before the issue is to be published. We also encourage members to take photos of OLLI classes, clubs, OLLI-sponsored trips, etc. to use in the picture at the top of each issue. We prefer photos of the event in progress rather than posed group photos. All photos should be sent to the *E-News* Editor with your name, the event that is portrayed and the date of that event.

Membership Directory

We continuously update the membership directory, which includes names, addresses, phone numbers and email addresses for all members who wish to share their contact information. The current version is available online to members via the OLLI member portal. Access requires a username and password. We also print a small number of copies twice a year for those members without computers.

Bulletin Boards

You will find messages of interest on bulletin boards at each location, including information about senior activities outside of OLLI. Members who are interested in carpooling or who need a ride to OLLI locations can post information on the bulletin boards. Be sure to check the boards from time to time, especially if you are interested in ride sharing.

Facebook

Consider joining the Facebook group as a means of enhancing intra-OLLI communications. You can access this group by clicking on the Facebook

icon on the OLLI website. OLLI maintains a Facebook page and a Facebook group. The page posts official OLLI notices, updates and pictures. Please “like it” to receive a notice of any new postings in your in-box. The Facebook group is a means for communication informally about any events of interest to OLLI members. Members of the group can post and “dialogue” using the page.

Feedback

Feel free to question or make suggestions to Board members about any issue that concerns you. Suggestions on any topic are welcome, and suggestion boxes are located at various places at each OLLI site. You can make your thoughts known through the suggestion box in the “Contact Us” menu of our website as well. The staff at the Tallwood office is available to help you between the hours of 9:00 and 4:00 Monday through Thursday and 9:00 - noon on Fridays while classes are in session. The office is open from 9:00 - noon between terms. You can also speak to the OLLI staff site assistants in Reston and Loudoun during class hours in term. Staff will also respond in a timely manner to emails sent to olli@gmu.edu.

FRIENDSHIP

New members who want to enlarge their circle of friends through membership should take advantage of clubs, socials and special events. Be proactive by introducing yourself to others in classrooms before class begins or in the social room. OLLI members are a friendly bunch and especially if you are wearing a name tag with a red dot on it (signaling a new member), they will greet you with a warm welcome. To encourage collegiality and friendships, it is our expectation that all OLLI members wear their official nametags to OLLI courses and activities. If you forget or lose your nametag, please ask an OLLI staff member for a replacement or a temporary name badge. You will find that friendship is the ultimate result of volunteer involvement because committee work requires plenty of give and take where we get to know each other well. Our list of volunteer opportunities covers a broad range of services and calls for a variety of skills. As your interests and talents become known, committee chairs will identify how best to use them in service to the Institute.

VOLUNTEERING

OLLI is a volunteer run organization and would not exist without member help. Volunteers defray costs that would otherwise have to be covered through member dues. Member volunteers do a large proportion of the work of running the operations of the organization, planning programs and teaching classes.

Course instruction, comparable to that found in college, is provided without remuneration. Even the Mason professors don't get paid! Yet the quality of OLLI classes continues to be first rate, a recognized success in the Lifelong Learning Institute (LLI) field.

Volunteering offers opportunities for enjoyment and can be personally satisfying and rewarding. You need not have prior experience or expertise in a specific field, although this is always welcome, and in a few cases, necessary. Everyone has the talent to help in some capacity. Training, when necessary, is available. You should volunteer to do only what you want to do. We know your time is valuable. We do not ask you to put in more time than you can handle comfortably or serve longer than desirable. You can always change your volunteer activity.

Often members express concern that they don't have the time or the talent to give service to OLLI in the areas available. The desire to give back can be satisfied in alternative ways; some of our members choose to contribute additional money to the Friends of OLLI.

How to Volunteer

Please do not wait to be asked. Rather, take the initiative. OLLI committee chairs and Board members are always on the lookout for help. After checking out the opportunities on the following pages, you may find a specific job attractive to you. Call the Tallwood office at 703-503-3384 and offer your services or check the catalog or the website for the name of the chair of the committee that interests you. Word travels fast, and you will be contacted.

What Is Expected of Volunteers

Promptness: Always show up on time.

Dependability: Attend committee meetings or let your committee chair know in advance of your absence.

Initiative: OLLI thrives on new ideas. Feel free to share your ideas with your chair or leader and be willing to follow up if you've been given a green light.

Responsibility: No matter how small or large the job may appear to be, it is essential to OLLI's success.

What You Can Expect

You should expect clear and professional communication from your leader, appreciation of your time and effort, respect and whatever training is necessary.

If you feel there are deficiencies in any area, talk with the person overseeing the activity. Feel free to speak to the executive director, the president or any Board member if you notice that something needs to be addressed.

VOLUNTEER OPPORTUNITIES

Audiovisual Support Committee, Chair: Paul Howard

AV Support assists the staff in maintaining and improving classroom audiovisual and computer/information technology equipment. The committee members help staff identify what instructors and presenters wish to do with AV and computer equipment, and help solve any problems encountered. They also advise staff, the Finance Committee, and the Board on AV and computer equipment budget and acquisition.

Development Committee, Chair: Lesley Bubenhofer

The mission of the committee is to plan and coordinate, in concert with the executive director and Finance and Strategic Planning Committees, all short-term and long-range fund-raising activities for OLLI. These include Friends of OLLI campaigns to fund Mason and other scholarship opportunities, fundraisers for special projects approved by the Board,

such as Fall for the Book, printing of *OLLI Ink*, and other special needs, as well as fundraising events which benefit members and promote members' social interaction. We advise the OLLI Board and the president on matters relating to development/fund-raising, including special/individual fund-raising solicitations. If you like to create, plan and conduct fundraising events to benefit and expand our University and community partnerships and to enhance social interaction for our members, the Development Committee needs your talents and help.

E-News Committee, Chair: Paul Van Hemel

The chief editor, technical editor and staff oversee *OLLI E-News* to assure its consistency, accuracy, attractive appearance and conformity with professional journalistic standards. It also initiates and encourages submission of articles and notices for *OLLI E-News*.

Facilities Committee, Chair: Mel Russell

The Facilities Committee develops plans and proposals for the Board of Directors to ensure that the facilities at all present and future OLLI campuses support the overall mission of OLLI. The committee monitors need for improvements in classrooms, parking, technology, social rooms and storage.

Finance Committee (Policy), Chair: Vacant

The Finance Committee oversees the financial policies and procedures of the Institute to assure its fiscal soundness. Its functions include: assisting the treasurer and the executive director in the preparation of an annual operating budget for approval by the Board of Directors, assisting the treasurer and the executive director in the monthly review of operating financials and assisting the treasurer in periodic reviews of the organization's accounting procedures and controls to provide reasonable assurance that accounting and bookkeeping transactions are properly recorded.

Governance Committee, Chair: Bill Taylor

Upon request by the Board, the Governance Committee addresses governance-related issues and provides recommendations to the Board. Since this committee reports to the Board, the chair will be a member of the OLLI Board or past president. The chair of this standing committee will assemble appropriate OLLI members and, if needed, outsiders to address specific governance issues of the Board.

Instructors and Speakers

Approximately half of OLLI courses are taught by member volunteers. OLLI staff and the program planning groups support members who would like to teach. Courses can be adapted to different teaching styles: lecture, discussion, seminar, hands-on. Our experienced member instructors are available as mentors for new instructors. There are regular opportunities for guidance and training for any member interested in teaching. If you would like to teach, you are encouraged to become an instructor. There is a **Teacher's Manual** available in the office or on the OLLI website.

Landscaping Committee, Co-Chairs: Sally Berman, Sigrid Carlson

The Landscaping Committee, also known as the Dirty Knee Club, provides an attractive, changing outdoor environment for the Tallwood campus in the area surrounding the buildings and parking lots. Each garden is designed as an outdoor classroom and provides areas for socializing and relaxing.

Member Services Committee, Chair: Martha Powers

Promoting membership retention and satisfaction and providing certain member services at all OLLI locations are the tasks of the Member Services Committee. It has several subcommittees with functions including hospitality and organizing volunteers to assist in the OLLI Tallwood office. The committee also oversees maintaining the volunteer aspect of social rooms or areas such as exhibits, bulletin boards and lending libraries. We represent and advocate for the membership perspective to the Board of Directors

Hospitality Subcommittee, Chair: Elaine Leonard

This group provides refreshments at OLLI meetings and events such as new member coffees, the annual holiday party and town hall meetings.

Office Volunteers Subcommittee, Chair: Toni Acton

Office volunteers work in the office as receptionists, make and answer phone calls, receive messages, operate the fax machine and photocopier, handle inquiries, mail requested materials and otherwise assist the staff. Assistants work one or more days a month. Training and instruction are provided. This activity offers social interaction and is a valuable asset to a very busy office. Contact the subcommittee chair for more details.

Social Events Subcommittee, Chair: Martha Powers

OLLI members enjoy socializing with each other outside of the classroom, so social events continue to be a big part of the OLLI experience. This committee's role is to coordinate special social events at OLLI. During 2016, these included the annual ice cream social and talent show, coffee klatches, Christmas in July, and the 25th anniversary party. Volunteers help organize and plan one or more social events during the year.

Outreach Committee, Chair: Vacant

OLLI's long-term success depends on new members, and the Outreach Committee helps recruit them by providing appropriate communications outside of OLLI and to the community to create positive visibility and encourage membership. Committee members make presentations to community groups, encourage print and broadcast reporters to write favorable stories, staff information booths at community and senior events, distribute brochures and other communication materials throughout Northern Virginia, and encourage current members to promote OLLI to friends and neighbors. They also assist the executive director and staff in development and use of presentations (e.g., PowerPoint®, video, etc.) for use in recruitment and promotion of OLLI. Regardless of academic or life background, the Outreach Committee welcomes any OLLI member who has a desire to help OLLI grow by promoting it to the greater community.

Program Committee, Chairs: Doris Bloch, Kathryn Russell, Nancy Scheeler, Russell Stone

The Program Committee plans and coordinates all educational courses, special events, trips and programming for all OLLI locations. It reviews course offerings for balance of content and format at all locations. It supports the work of class coordinators and serve as point of contact between the OLLI staff and individual program planning groups. The committee coordinates with the executive director and program associate regarding needs of program planning groups, instructors, speakers and coordinators. It provides input for invitations to the annual Teacher Appreciation Reception and to the executive director regarding award of OLLI scholarships to various Mason schools, colleges, departments and/or institutes.

Membership of the Program Committee consists of the chairs of the individual program planning groups. These program planning groups, representing each of the academic discipline categories listed in the OLLI catalog, are made up of member volunteers who meet two or three times a year to share ideas, develop and implement courses for each term.

Program Planning Groups

Since the strength of OLLI's program comes from member input and participation, members who are interested in program development are encouraged to join one or more program planning groups or serve as liaisons in classes they attend. Please contact program planning group chairs listed by category in the current catalog to volunteer. Program planning groups are subject-area groups that start out brainstorming ideas for classes and instructors and work through to suggest specific classes for their catalog subject area. For each suggested class, they strive to identify potential instructors or a program planning group member who will coordinate the recruiting of instructors for that class. The program associate and the executive director provide staff support to the program planning groups. The executive director provides ideas and strategies for classes and instructors and coordinates contacts with Mason faculty members.

Publications Committee, Chair: Sheri Siesseger

The primary product of the Publications Committee is the quarterly OLLI course catalog. Volunteers are editors and proofreaders who review course descriptions for clarity and grammatical correctness. The committee members also oversee other publications (*OLLI Ink*, *Poets of OLLI*, the membership directory, and member handbook) to assure their consistency, accuracy, attractive appearance and conformity with professional journalistic standards. We also develop procedures and guidelines to ensure that all publications contain only materials appropriate for dissemination to the membership, and if the material is intended for release on the website, that the content is appropriate for an external audience and does not include private information.

Special Events Program Planning Group, Chair: Florence Adler, Rita Way

Special events are those one-time activities such as expert lectures, performances or field trips offered each term. Volunteers on this subcommittee develop these events and serve as coordinators during the presentations or on bus tours, making sure that all arrangements are in order. General familiarity with opportunities within the geographic area is needed. Ten to twelve meetings a year are devoted to planning events and additional time to develop any one event. At least one year of active commitment to this subcommittee is desirable. Contact the chair of the Special Events Program Planning Group if you are interested in joining.

Strategic Planning Committee (Policy), Chair: Bill Taylor

The Strategic Planning Committee's purpose is to develop short-term and long-range strategic plans for consideration by the Board of Directors. In fulfilling its mission, the committee will monitor and update the implementation of *Pathways to the Future* as a living document. The committee seeks to understand the internal and external trends, challenges and opportunities that may influence OLLI's future. It meets and coordinates with OLLI committees and encourages communication with various external communities, LRIs and OLLIs to understand the issues and trends occurring in both our internal and external environments.

University Liaison Committee, Chair: Pat Carroll

Under the supervision of the executive director and president, the University Liaison Committee establishes contacts and promotes effective working relationships with administrators of Mason. It promotes and facilitates effective working relationships between OLLI committees and program planning groups with appropriate Mason departments and administrative units. It also identifies and maintains a roster of OLLI members who have links to Mason departments, administrative units and faculty/staff; and makes this information available to the Board, committee chairs and program planning group leaders.

Website Committee, Webmaster: Ernestine Meyer

The OLLI website is the responsibility of this committee. It strives to ensure website consistency, accuracy, attractive appearance and conformity with professional journalistic standards. It develops procedures and guidelines to ensure that the website contains only materials appropriate for dissemination to the membership, that the content is appropriate for an external audience and does not include privacy information unless authorized by the individual. It also provides technical support upon request to officers, staff activity coordinators and committee chairs in the use of blogs and webpages on the website.

<p style="text-align: center;"><i>ONGOING ACTIVITIES</i></p>

In addition to the many courses and volunteer opportunities, you may be interested in participating in one or more of the following ongoing club activities (existing as of August 2017). For a complete, up-to-date list with dates, times and coordinator contact information, please refer to your current course catalog.

- Annex Art Club
- Bridge Club
- Classic Literature Club
- Cooking Club
- Craft and Conversation Group
- Dirty Knee Club

- Doctor Who Club
- History Club
- Homer, etc.
- Mah Jongg Club
- Memoir—and More—Writing Group
- Personal Computer-User Group (OPCUG)
- Photography Club
- Recorder Consort
- Reston Book Club
- Spanish Club
- Tai Chi Club
- Tallwood Book Club
- Theater Lovers' Group
- The Tom Crooker Investment Forum
- Walking Group
- What's in the Daily News

UNIVERSITY PRIVILEGES

The following privileges are available for full OLLI members only. For most of them, a “G number” is required; others also require a Mason photo ID. G number applications are available in the OLLI office and in the “Doc Store” on the OLLI Website. The process for getting a “G Number” and Mason ID can take several weeks.

Recreation Facilities at the Fairfax Campus

- Annual memberships offered at the same rate as employees of the University (currently \$300). This offer does not extend to faculty, staff, administration or other affiliates.

Freedom Aquatic and Fitness Center (Prince William Campus, Manassas, VA)

- 15% discount on regular annual membership rates.

Book Store

- 10% discount on most merchandise.

- Exclusions include, magazines, newspapers and convenience items or as designated.

Johnson Center Cinema

- \$1 fee for movies; discount available with Mason ID.

Dining Services

- Discounts may vary and require Mason ID.

Library

- Borrow up to ten books at one time.
- Books may be withdrawn for a three-week period with one renewal.
- Request books from other University campuses except from Arlington Law Library.
- Current OLLI instructors and speakers may also borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week.

EagleBank Arena (formally Patriot Center)

- Discounts vary per event; requires Mason ID card.

Center for the Arts (Performing Arts)

- Discounts vary and are not available for all events; requires Mason ID card.

CUE Bus

- CUE Bus rides for free with show of Mason ID card.

Apple Federal Credit Union

- Entitled to join as a member of the Credit Union.
- Same benefits as all Apple Credit Union members.

Updated August 2017; All privileges subject to change.



OLLI AFFILIATIONS

George Mason University (Mason)

Our relationship with Mason is set forth in an affiliation agreement last signed in 2012. Under this arrangement, Mason provides OLLI with space on its campus to conduct OLLI activities on a rent-free basis and furnishes reimbursable supporting services. Mason faculty members are encouraged to teach at OLLI on a voluntary basis without remuneration or honoraria. The agreement also provides that Mason and OLLI will support one another's educational and financial objectives, policies and goals before national, state and local government bodies.

In return for Mason's generous support, OLLI members routinely donate monies to the Friends of OLLI charitable fund to finance scholarships for Mason students and departments. OLLI also establishes close-working relationships with selected Mason departments, participates in joint and cooperative programs of classes and activities with university entities, and informs OLLI members of Mason's educational, social, cultural, community and other activities.

The Bernard Osher Foundation

OLLI is one of many LLIs in the United States that have received grant support from the Bernard Osher Foundation. The initial grants in 2004 and 2005 were used primarily to repair and update existing physical facilities. Osher contributed a \$1,000,000 endowment to the George Mason University Foundation in 2006, with interest income provided annually to OLLI. A second \$1,000,000 endowment was granted in 2012.

Elderhostel Institute Network (EIN) and Road Scholar

EIN is a voluntary association of lifelong learning institutes funded by Elderhostel, Inc. formerly known as Exploritas and Elderhostel, Inc., Road Scholar is a nonprofit organization dedicated to providing educational opportunities to older adults. Affiliates must maintain high quality academic programs. For further information, go to www.roadscholar.org/ein/intro.asp.

THREE OLLI HOMESITES



**Fairfax – “Tallwood”
4210 Roberts Road, Fairfax, VA 22030**



***Reston* – United Christian Parish Church
11508 North Shore Drive, Reston, VA 20190**



***Loudoun* – Mason in Loudoun
21335 Signal Hill Plaza
Sterling, VA 20164**

OLLI ON THE WEB:

The OLLI website (olli.gmu.edu) has a wealth of information. Use the Quick Links at the left to find information.

OLLI MEMBER PORTAL:

The screenshot shows the Osher Lifelong Learning Institute at George Mason University Member Portal. The header includes the Osher Lifelong Learning Institute logo, the text "OSHER LIFELONG LEARNING INSTITUTE AT GEORGE MASON UNIVERSITY Broadening Horizons Together", and the George Mason University logo. Navigation links for Home, OLLI Website, Donate, and Contact Us are present, along with social media icons and a phone number (703) 523-3384. A search bar is located in the top right corner. The main content area features a "Welcome to the Member Portal" message and a section for "Osher Lifelong Learning Institute at George Mason University" with four promotional banners: "HAPPY SUMMER VACATION!", "Fall 2015 Registration August 17 - 26", "READING LIST SUMMER 2015", and "VOLUNTEER we need your help!". A navigation bar at the bottom contains buttons for Sign In, Join OLLI, Offerings, Donate, Teach @ OLLI, and Volunteer. A sidebar on the left lists links for View Current Offerings, Join OLLI, SIGN IN, FAQ, Teach @ OLLI Mason, Board, and Donate.

Use the Member Portal (olligmu.augusoft.net) for registering, updating contact information, voting, viewing Board documents, and accessing the online Member Directory.

OLLI Mason is one of 119 Osher Lifelong Learning Institutes affiliated with The Bernard Osher Foundation and is also a member of the Road Scholar Institute Network. OLLI Mason is a nonprofit, equal opportunity 501(c)(3) organization and does not discriminate based on race, color, or national/ethnic origin.