

## Committee Descriptions

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### **Automation Committee: Chair - Paul Massell**

The main responsibility of the Automation Committee is to maintain the LLINOVA.org website and to expand its capabilities as new LLI/NOVA needs arise. The software underlying the website is complex, and committee members often work together on solving a problem. Sometimes it is necessary to use the services of contractors to perform tasks. The committee maintains a large set of documents, most of which explain how to perform a specific task, such as how to update a particular page on the website.

Members: Paul Massell, Bob Huley, Janice Viola, Scott Campbell, and Kama Storie (primary contractor)

### **Budget and Finance Committee: Chair - Fritz Ernst**

Per the LLI/NOVA bylaws, "The Budget and Finance Committee shall prepare the annual LLI/NOVA budget for approval by the Board of Directors. It shall also periodically review financial performance against the budget and report its findings and recommendations to the Board of Directors and attend to other fiscal matters."

Members: Richard Sigman (Treasurer), Debbie Cohen (Assistant Treasurer), and Bob Huley.

### **Curriculum Committee: Chair - Vacant**

Members wanting additional information can contact the committee at curriculum@LLINOVA.org.

The purpose of the curriculum committee is to identify, schedule, and assist with presentation of classes as needed. We produce the class catalog and supporting documents each term, arrange classroom space, schedule and provide technical support for online and live classes, and coordinate with other LLI/NOVA committees, activities, and SIGS to minimize conflicts. We also maintain contact information and biographical information for instructors and coordinate with other LLI/NOVA organizations on programs of mutual interest. Janice Viola, the LLI/NOVA administrator, assists with data management and document production, including maintaining the LLI/NOVA class calendar on the website and managing registration, reminders, and notification of members of class changes.

- POC#1: Andy Butler

- POC#2: Phillipa Centini (Editor)

- Space Coordinators: Pat Poplinger (Spring Hill); Doug Johnson (Greenspring); Cathy Becker (Lincolnia Sr. Center); Debi Hunsberger (Mason District); Bonnie Hopley (St. Mathew's); NOVA (TBD)

- A/V Equipment: Paul Hopley and TBD

- Editors: Chris Suskiewicz and Janet Liebenau

- Class Coordinators: Anna Dixon (Art); Debi Hunsberger (Park Rangers); TBD (Poetry); and Bonnie Hopley (Cooking)

- Others: Arline Sachs, Judy Robison, Scott Pinckney, and Tom Plewes

There are also others that coordinate classes but are not committee members. Regulars include Arlene Gibbons, Mary Lou Bednarsky, and Marianne Moerman.

### **Cultural Excursions Committee: Chair - Carol Fagnani**

The mission of the Cultural Excursions Program is to promote and provide access to the educational, cultural, and leisure offerings of this area and the nearby

states. Volunteers who plan and often lead these activities strive to provide stimulating, shared experiences for LLI/NOVA members, and their friends and family, at a reasonable cost.

Offerings will include informal Meet-Ups where each participant provides his/her own transportation to and from a location or event that may occupy all or part of a day. In addition, trips will be offered to locations in the region or to nearby states. The duration of these trips varies from one to several days and usually includes transportation and overnight lodging. Most trips are organized and managed by the LLI/NOVA Cultural Excursions Committee. These trips, in addition to longer duration trips provided by commercial tour operators, are contingent upon meeting minimum participation requirements and are thereby subject to cancellation.

Members: Judy Robison, Debi Hunsberger, Jane Smith, and Bonnie Hopler

### **Financial Review Committee: Chair - Scott Pinckney**

This committee annually reviews all the major financial documents that are prepared by the Treasurer at the end of the fiscal year and presents a report to the Board.

Members: Chuck Hulick and Richard Sigman

### **Forum Committee: Chair - Steve Cohen**

The Forum Committee is comprised of a chairman who is a Board member, at least one other Board member, and at least one non-Board member. The committee meets several times a year to determine the speakers for the nine Forums LLI/NOVA hosts each year. In determining the speakers, the committee considers social, environmental, cultural, and current event issues. Committee members believe strongly that speakers should be relevant and should challenge our members to think broadly and sometimes outside the box without taking any political position. With the use of Zoom, it is now possible to draw on specialists and experts throughout the world to enrich our programs. The Forum meets on the first Wednesday of the month at 10 a.m. and the meeting is open to the

general public offering a “free” opportunity to get to know the LLI/NOVA family. The speaker presentation is generally 50 to 60 minutes long with a few minutes left for questions.

Members: Patti Volz, David Draschler, and Andy Butler.

**Hospitality Committee: Chair - Mary Gauthier**

The Hospitality Committee meets and greets attendees at the Forum’s front entrance, arranges for and serves the monthly Forum refreshments when they are on site, maintains a “Refreshment Volunteer List,” welcomes nonmembers, and asks that they leave contact information at the entrance table.

Members: Patti Volz (POC 2), Loren Brandman and John Parks.

**Membership Outreach Committee: Chair - Mary Alexander**

The Membership Outreach Committee has two main responsibilities, recruiting members and helping to retain them. The **Recruitment Subcommittee** publicizes LLI/NOVA through various media outlets, such as Fairfax County’s The Golden Gazette, Supervisor Walkinshaw’s The Braddock Beacon, and local HOA newsletters. It also promotes LLI/NOVA and its programs at local Fairfax County libraries, senior centers, expositions, other public spaces, and independent living facilities. The **Retention Subcommittee** serves as a welcoming committee for new members by connecting with them through the phone and e-mail. The subcommittee also reaches out to non-renewing members to encourage them to renew.

<b>Name, First</b>	<b>Name, Last</b>	<b>Subcmte</b>
Pat	Brennan	Retention
Andy	Butler	Publicity
Phil(ippa)	Centini	Retention
Carol	Fagnani	Retention
Ann	Hensler	Retention
Bob	Huley	IT

Judy	Robison	Retention
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### **Newsletter Committee: Chair - Cathy Becker**

The Newsletter Committee produces a monthly newsletter that is posted on the LLI/NOVA website. The newsletter contains details about the monthly forum, President's message, information about meetings of the Special Interest Groups (SIGs), new members, LLI/NOVA scholarships to NOVA students, and other items of interest. Articles are requested about the first of each month; three weeks later the final edited and reviewed newsletter is posted on the web.

POC #1: Cathy Becker (Chair/Coordinator)

POC #2: Loren Brandman (Final graphics/layout/review)

POC #3: Patricia Brennan (Editor/Reviewer)

### **Nominating Committee: Chair - (vacant)**

The Nominating Committee is formed in October of each year with the selection of a chairperson. The committee consists of two other current Board members and two non-Board members. Approval of the committee by the Board occurs in November. The chairperson comprises a list of needs for the next year to include any officer positions needing to be filled as well as anticipated Board member positions. The Committee then identifies LLI/NOVA members who may be interested in becoming Board members for the next fiscal year. A notice to the general membership is made in May followed by approval of the officers and Board member candidates in June at the Membership meeting.

Members: TBD

### **Scholarship Committee: Chair - Dick Martin**

The Scholarship Committee sets policies for the kinds of scholarships (academic, leadership, need-based, etc.) that will be awarded by LLI/NOVA to NOVA students. It also determines the names of special scholarships that honor LLI/NOVA members (e.g., Knox Singleton and Lorin Goodrich) and the selection criteria for scholarship recipients. Following each year's fundraising, the

committee determines the number of scholarships that will be awarded and the amount of each scholarship and presents the proposal to the Board.

Members: Stan Lichtman, Patti Volz, Arlene Gibbon, Ann Hensler, Steve Cohen Derick Malis, and Janice Viola

### **Social Events Committee: Chair - Vacant**

The Social Events team plans the annual Holiday Party and other special events as scheduled throughout the year. We have planned many picnics, volunteer appreciation luncheons, and new member receptions. We handle the logistics for each event ranging from choosing the date to wrapping up the final cost.

Members: JoAnn Ackerman (Winter Luncheon), Loren Brandman, and Jeri Mullarkey

### **Study/Travel Committee: Chair - Rod Dyck**

The Study/Travel Committee solicits travel ideas from interested LLI/NOVA members and manages the trip selection process. These trips include excursions abroad and domestic trips lasting more than a day. Committee members research tour options and recommend a tour to LLI/NOVA members. This typical involves researching tour company offerings and exploring joining tours arranged by other organizations. Once a tour has been selected, the Committee tracks tour registration, selects a tour leader, and coordinates the administrative issues of the trip.

Members: Bob Huley and Bonnie Hopley