



MEMBER HANDBOOK

March 2019 edition

P. O. Box 4330
8227 Germantown Ave.
Philadelphia, PA 19118

northwestvillagenetwork.org

nvnphilly@gmail.com

267-571-9697

Please note: Specific information in the hard copy of this handbook will inevitably change before the next edition, but an online version posted on NVN's website will be updated on a regular basis.





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WELCOME TO NORTHWEST VILLAGE NETWORK!

We look forward to getting to know you.

This handbook provides information to help you participate fully in NVN and enjoy our activities, services, and sense of community. It will also help you identify where best to apply your talents and interests.

We welcome your suggestions and feedback.

To share your ideas, questions, or concerns, contact us at nvnphilly@gmail.com, 267 571-9697,

WHAT IS NVN?

Northwest Village Network is a caring network of friends growing older in community.

Our Mission Statement:

We are a network of neighbors in the northwest Philadelphia area. We work together to provide services and programs that help our members to live independently, stay active, and be socially engaged in our community.

Our values:

- To treat each other with respect.
- To share responsibility for making our network welcoming and caring.
- To encourage diversity in all aspects of our organization.
- To raise concerns in a positive way without blame or criticism.
- To support each other in meeting the challenges and joys of aging.

Our history.

In 2012, a small group of neighbors began discussing formation of a “village” to support Mt. Airy residents who wished to age in place. They sought community input through a series of neighborhood meetings which led to a widening circle of participants becoming involved. We were formally incorporated in 2013 as *Mutual Mt. Airy*, part of the national *Village to Village Network* of more than 200 villages. A year later, we changed our name to the more inclusive *Northwest Village Network* [NVN] to reflect our broader membership community. NVN, along with other local organizations, carries 501(c)(3) status through the Mt Airy Community Corporation [MACSC].

NVN continues to evolve in response to the interests of our members. We also work with other community organizations to develop services and social connections that can provide value to our membership.

All of NVN's work relies on each member's involvement. As you read this handbook, think about ways **you** could help out.

MEMBER BENEFITS

NVN offers a wide variety of opportunities for friendship, fun, and learning along with services and merchant discounts. Benefits available *only* to members include services, discounts, and specific programs and events.

Services and Discounts

Free ride service.

Rides to medical appointments or other destinations within a 12 mile radius may be provided without charge with 48 hours notice if volunteers are available when needed.

Contact Penelope Myers, nvnrides@gmail.com or Penelope Myers 215-380-8653.

Free computer and smart phone help.

Computer experts are available to help with your computer and smartphone issues. Contact Phil Weiser, 215-880-9755, philweiser@comcast.net

Short Term Support

Short-term support such as meals, errands, and pet care is available for members dealing with short-term challenges, e.g. surgery. Contact NVN's Administrative Coordinator, 267-571-9697.

Cat care co-op

Participating members care for each other's cats in the cats' homes. Contact Faye Ross, fayezross@verizon.net, 215-247-8059.

Merchant Discounts

Various local businesses offer discounts to NVN members. To learn who they are, go to the NVN website and look under *Benefits*. Or contact Faye Ross, fayezross@verizon.net, 215-247-8059.

Programs and Activities

NVN Program Committee members develop and implement a broad range of groups, programs and activities. The Program Committee relies on NVN members to suggest program topics and activities, help with them, and provide feedback. If you have an idea, contact Anne Javsicas, chair of the Program Committee, annejavsicas@yahoo.com, 215-247-0457.

Weekly: drop-in for conversation with other NVN members and friends.

Monday Afternoon Tea at Highpoint Cafe, Allen Lane Train Station, 3:30-5:00 pm.

Thursday coffee at Night Kitchen, 7723 Germantown Ave., 10:30 am-12:00 pm. 10% discount. Contact Suzy Zipin, suezipin@gmail.com, 215-753-9067.

Friday Morning Cup a Joe at Tata, 7201 Germantown Ave., 9:15-10:30 am.

Recurring, themed activities:

These activities are described in greater detail on the website - or contact the coordinator.

Annual Meeting and Pot Luck

Each spring NVN members gather for an annual meeting and pot luck. This is a terrific chance to connect with other members and also vote on the current board of NVN governors. Contact Anne Javsicas, annejavsicas@yahoo.com, 215-247-0457.

Book Discussion

Participants meet the first Thursday of each month. Contact Mary Lee Keane, marylee@maryleekeane.com, 215-242-4349, or Myra Leysorek, 215-844-0266, mnleysorek@msn.com for information on the assigned book and location.

Embracing Loss

Participants share tea and stories at an informal gathering of NVN members who have suffered a significant loss and who find comfort and support with others who have had a similar experience. For more information, contact Lois Kauffman, 202-236-7585, kauffmandc@gmail.com.

FitLife series

Physical therapists from FitLife periodically present topics of particular interest to seniors. Contact Anne Javsicas, annejavsicas@yahoo.com, 215-247-0457.

Pot luck and Film Discussion, 3rd Mondays

Participants select two films for the month, watch them on their own, and then gather for a pot luck dinner and discussion in the homes of NVN members. Contact Faye Ross, fayezross@verizon.net, 215-247-8059.

Needlecraft

Members meet on the 2nd and 4th Fridays, 2:30-4:30 pm., Tata Café, 7201 Germantown Ave., Members bring their current project and enjoy good company. Contact Anne Javsicas, annejavsicas@yahoo.com, 215-247-0457.

Neighborly Groups

Neighborly groups include ten to twelve members who want to get to know other members better. There are currently three groups which meet monthly or bimonthly. More groups can be formed whenever demand warrants. Contact Judy Morgan, Judymorgan711@yahoo.com, 267-385-5049.

Out and about with the Arts

Participants explore a wide variety of cultural institutions in the area such as New Jersey's Grounds for Sculpture, the Delaware Art Museum, and tours of Old City. Contact Paula Rosenwinkel, paula@rosenwinkel.org, 215-380-9785. Car pools can be arranged.

Photography Group

Participants meet monthly to share knowledge and experience and give support to others interested in the field of photography. The group takes field trips for photo shoots, suggests places to go on their own, and then meets to look at photos which members will bring on a thumb drive or on their computer for show or critique. Members also photograph NVN programs and events and have photo shows for NVN members. Contact Taddy Dawson, td2@comcast.net, 215-836-5353.

Walking Group

Walkers meet at Valley Green, Wednesdays, 10:00 am to walk together at Morris Arboretum. Contact Myra Leysorek, 215-844 0266, mnleysorek@msn.com.

Would you like to start a new group?

See "How can I start a new group?" under *Key Policies* near the end of this handbook. Or contact NVN's Administrative Coordinator, 267-571-9697.

Programs - Educational, Entertaining, and/or Social

4th Mondays, 7:00-8:30 pm. – and other dates and times as needed

The fourth Monday of each month generally features an NVN program held at Lovett or Chestnut Hill library. These programs vary widely. Presenters may be NVN members or invited experts. Sample programs include *Gardening for Seniors*, *A Medicare Update*, *Blue Moon Musicale*, *A Non-Trapp with the VonTrapp singers*, *New Trends in Food [complete with samples]*, *Legal Issues for Seniors*, and a *Finance series*. Programs held at the libraries are open to all.

NVN programs and activities at other times:

NVN offers other programs and activities, some during the day and some in the evening, some in public locales and some in members' homes. These have ranged from bird walks to presentations on Philadelphia politics to *Nostalgia Night: Food of the 50's*, Happy Hours, and a wine tasting evening.

Programs coordinated with other community organizations

NVN is a member of the Northwest Coalition for Healthy Aging. Beginning with a series of programs related to the book *Being Mortal*, topics have included *Fear of Forgetting*, *Death Cafes*, and *Isolation: The Wolf at the Door*. The Coalition is also developing a resource guide for seniors.

Participating and Helping: *Don't do it just for us. Do it for you.*

We are a community of people who help each other -- because it makes us feel good, because it keeps us young in body and spirit, because at some point each of us will need help too, because it is the right thing to do.

Research shows that helping others helps *you*! A Johns Hopkins study found that people who volunteer have a lower chance of developing Alzheimers. A 2005 Stanford study concluded that they also live longer than those who don't. A 2013 study by Arizona State University found that mortality dropped 24% for those who volunteered regularly.

NVN is member-driven, relying on the commitment and expertise of our members.

All committees and activities need members to help carry out their work. In addition, we need members to staff our support services – driving, computer help, cat care, short-term support. And our members' efforts help keep our membership fees low, much lower than the average village.

To learn ways you can become involved, click on **Volunteering** on the NVN website's home page, northwestvillagenetwork.org, or contact Bob Harris, 267 766-5224, BBBHarris@aol.com.

Your Participation can be as big or as small as your circumstances allow.

COMMUNICATIONS

How do I know what is happening?

- E-mail is NVN's primary communication tool. The weekly **Up and Coming** is an email which keeps members up to date on activities. Periodic email "blasts" also remind members of specific programs and activities.
- Members can also go to the home page on NVN's website, northwestvillagenetwork.org, and click on **calendar**. Basic information is included under the date itself. For more detailed descriptions, click on the capitalized/underlined word in the calendar description or click on *Activities* above the green door on the website's home page.
- A **President's message** which shares ongoing information about NVN is emailed about once every two months and is available to read online.
- **Members without computers** receive periodic mailings which include information on programs and activities as well as the President's Message. A member may also call Faye Ross, 215-247-8059 or NVN's Administrative Coordinator, 267-571-9697, for information.

The NVN Website: northwestvillagenetwork.org

NVN's website is an excellent source of information. For help with the website, contact Taddy Dawson, td2@comcast.net, 215-836-5353, or Mary Segal, maryesegal@gmail.com, 215-692-2872.

How do I log into the website?

To log into the website, go to northwestvillagenetwork.org. It will open to the Home Page. Information is organized by topic under the various doors.

Passwords:

You will need a password to gain access to some features of the website, such as the membership directory. If you don't remember your user name and/or password, contact Mary Segal, maryesegal@gmail.com, 215- 692-2872 or Taddy Dawson, td2@comcast.net, 215-836-5353.

What's on the website?

The Home Page

On the website's home page you can click on

- **Search** in the upper right. Once you enter a word or phrase, the drop-down box will offer relevant links for you to click on.
- A **Calendar** icon in the lower left which includes basic information on programs, activities, and committee meetings. Click on the capitalized/underlined words in the date and a hot link will take you to more detailed information.
- **Up and Coming** in the lower right which provides information about current programs and activities.
- **Bulletin Board** in the upper left which takes you to several different bulletin boards which offer members the chance to post information about non-NVN events, articles, recommendations, items for free or sale, or thoughts/articles they would like to share with their fellow members. Items which are posted are automatically emailed to the entire membership.

Once you click on Bulletin Board, you will see directions for posting.

Before posting for the first time, please read the bulletin board policy carefully.

Major Topics: Headings above the doors:

- **Home Page** – the **brown** door returns you to the home page.
- **About Us** – the **gold** door takes you to information about NVN as well as other area villages.
- **Activities** – the **green** door opens to information about groups, activities, and programs. It also includes information about starting a new group.
- **Membership** – the **blue** door includes information about joining NVN and donating as well as the Membership Directory which is available to members only.
- **Benefits** – the **red** door provides information on member services and discounts as well as resources in the community.
- **Volunteering** - the **gray** door includes a comprehensive list of volunteer opportunities.

How do I find a member's phone number?

Go to the Member Directory:

- On the home page, click under *Membership*.
- Click on *Membership Directory*.
- Enter the “universal password.” contact Mary Segal, maryesegal@gmail.com, 215-692-2872 or Taddy Dawson, td2@comcast.net, 215-836-5353.

You may request a hard copy of the member directory from Faye Ross, fayezyross@verizon.net, 215-247-8059. The directory is free for members without computers and \$5 for members who have computers.

How do I change my photo on the directory page?

Contact Taddy Dawson, td2@comcast.net, 215-836-5353. She will be glad to help you.

For other questions about using the website, contact Mary Segal, maryesegal@gmail.com, 215-692-2872 or Taddy Dawson, td2@comcast.net, 215-836-5353.

HOW THINGS GET DONE

OVERALL STRUCTURE

The Board of Governors provides ongoing oversight and management of NVN. Responsibilities include operational and strategic planning, financial review, and coordination and oversight of committees.

The Board is made up of members elected at the Annual Meeting for three-year terms, with a maximum of two consecutive terms. Officers include a president, vice president, secretary, and treasurer. Board meetings are held the second Monday of every month except April, August, and December.

The names of members of the Board of Governors and chairs of committees are listed below. Feel free to contact them if you have questions or concerns. They look forward to hearing from you!

If you are interested in serving on the board, contact the chair of the Governance committee, Wynne Lee . There is an application form which spells out the responsibilities of a board member.

Board of Governors: 2018-2019

| | |
|----------------|--|
| President | Faye Ross |
| Vice President | Sara Allen |
| Treasurer | Anne Silvers Lee |
| Secretary | Jack Malinowski |
| Members | Robert Harris, Anne Javsicak, Lois Kauffman, Marie Lachat, Wynn Lee, Hope Punnett, Mary Segal, Phil Weiser |

Additional members being proposed at the April, 2019 Annual Meeting:
Taddy Dawson, Tom Garrabrant, Florence Jenkins

Administrative Coordinator: TBD

Committees

Committees provide the structure and ideas which make our organization possible, and each committee needs NVN members to carry out its work. Committees are small groups which offer a good opportunity for members to share their interests and talents, to get to know other members, and to help shape NVN.

To join a committee, contact the chairperson listed below. You can find contact information in the Membership Directory.

Governance: Chair: Wynn Lee

Governance reviews and applies NVN's policies and bylaws. The committee also seeks out and nominates potential board members. It provides an orientation for new board members as well as an evaluation of the functioning of the Board of Governors.

Finance: Chair: Dan Ross. Treasurer: Anne Silvers Lee

The Finance committee develops and manages the budget. A Subcommittee works on fundraising and grant funding.

Marketing & Public Relations: Co-chairs: Sara Allen and Faye Ross

Mkt/PR develops and shares information about NVN with members and interested non-members, with the community, and with related organizations. Regular communications include the weekly *Up and Coming* sent by email, the NVN website, emails, fliers, and a hard copy monthly calendar. The committee also provides information to members who do not use email. A Tech Group manages the website and Club Express, NVN's administrative platform.

Membership: Chair: Bob Harris

The Membership committee works to develop recruitment materials and attract potential members as well as welcome and help integrate new NVN members.

Member Services: Co-chairs: Judy Morgan and Suzy Zipin.

The Member Services committee oversees NVN's services: computer assistance, ride service, cat care co-op, discounts, short term care support, ongoing small groups as well as identify other services as needed.. It also works with NVN's administrative coordinator to strengthen the volunteer program.

Program: Chair: Anne Javsicas

The Program committee plans and schedules informational and social programs and activities of interest to NVN's membership. It also provides a liaison to work with community partners –ex. the Northwest Coalition on Healthy Aging. Finally, the committee encourages development and then provides oversight of Ongoing Groups.

KEY POLICIES

How can I start a new group?

A member who would like to start a new group can get together informally with other members, post an invitation on the NVN website's bulletin board, or talk with the Program committee chair.

When informal, ad hoc groups or gatherings become "ongoing," we want to make sure they are integrated with other groups and activities under NVN's umbrella, so we ask that they follow 3 steps:

1. Choose a coordinator who will provide a description of the group's purpose to the Program Committee chair.
2. Once the Program Committee has approved the group, the coordinator will then facilitate the group's ongoing activities, coordinate calendar dates and topics with the Program Committee to avoid overlap, and submit a list of attendees after each event to the Marketing/PR member who compiles such data.
3. Identify a person who will submit dates/times/location to the Marketing/PR committee for the NVN calendar as well as any requests for a flier, a write-up on the website, and/or an e-mail "blast" to the NVN mailing list.

Can non-members attend programs?

Many NVN programs and activities are open to the public. Non-member guests are welcome to attend activities and groups designated for members only up to three times, after which they will be asked to become an NVN member in order to continue.

What are the ground rules for using mailing and email lists?

Contact information, including email addresses, is considered personal and private, for the sole use of NVN. Only designated officers of the Board are authorized to utilize the general NVN mail and email lists. Interest group coordinators may maintain separate lists and distribute information to their particular group.

What is the policy on public statements?

NVN's President is the official spokesperson for the organization. Any member, volunteer, or NVN participant must have the prior approval of the NVN Board in order to represent the organization to the public.

MEMBERSHIP

Annual Membership and Renewals

The annual dues are \$125 for an individual and \$175 for a household.

Your renewal date is based on the month you joined. When your one-year term is close to expiring, you will receive email reminders (or a paper form if you do not have email). You may renew online with a credit card or send in a check. Checks should be made payable to *Northwest Village Network* and sent to Northwest Village Network, P. O. Box 4330, 8227 Germantown Ave., Philadelphia, PA 19118. *Dues are tax deductible.*

Reduced Membership Fees

Members and prospective members may request reduced membership fees in cases where the full fee represents a financial hardship. Call 267-571-9697 for more information.

Contributions

NVN tries to encourage participation by keeping our membership fees as low as possible, but meeting budgets can be challenging. Help support NVN with a gift when you renew or at any time. All contributions are tax deductible.

Help spread the word!

Before a performance, spokespersons for theater companies often remind the audience that *word of mouth is our best form of advertising*. That is true for NVN too. Share information about NVN and your NVN experiences with your friends and neighbors. If you would like a brochure, call 267-571-9697. Or, if you would like to host an informal gathering for people to learn more about our village, call 267-571-9697.

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FITLIFE WELCOMES

Northwest Village Network Members!

ENJOY YOUR NVN MEMBER-ONLY BENEFITS AT FITLIFE!

15% OFF *Annual Senior* MEMBERSHIP

A FitLife fitness center membership is all-inclusive with unlimited access to the fitness center, heated pool and whirlpool, and over 50 group exercise classes each week! A reduced Annual Senior membership is \$569; or if you prefer a monthly payment option, pay \$53 per month, and a one-time initiation fee of \$79.

10% OFF *additional* SERVICES

FitLife offers NVN members a 10% savings on personal training, swimming lessons and massage services. Personal training and swimming lessons are great ways to learn safe and effective exercises and techniques that will help you reach your goals!

**PLEASE CALL FITLIFE TODAY
FOR ADDITIONAL DETAILS!**



7140 Germantown Avenue • Philadelphia, PA 19119
(P) 215-753-8898 • (F) 215-753-8819 • www.FitLife.com

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