

Athenaeum/OSHER records

RITArc.0086

Created by: Allison Thompson

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Updated by:

This collection was donated by OSHER. The majority of the documents within this collection pertain to the Athenaeum, which was the name of the organization until 2007. The Athenaeum/OSHER is an academy of learning sponsored by RIT, which seeks to provide meaningful and educational experiences for adults aged 50 and over. This collection consists of publications (booklets), administrative documents, organizational information, announcements, correspondence, etc. This collection has documents which date back to before 1987, when the Athenaeum was created, up to the present.

Box 1

Publications

- ***You Can Go Home Again***, member memoir booklets, volumes I-XVI
- ***Remembrances of WWII : A Fifty-Year Perspective***, a booklet edited and annotated by Wil Sebrede
- ***Sketches in Prose***, Booklet of short stories by Hilde Colombo
- Folder containing the Athenaeum song/seal

Box 2

Administrative Documents by Year (1987-2007)

- **1987**
 - Bylaws
 - Welcome letter from RIT president
 - Correspondence
 - Founding members list
 - Flyers
 - Adult Learning Week information
 - Course Information
 - Course lists
 - Proposals
 - Schedules
 - Rooms/Equipment
 - Memos
 - Directions to facility
 - News releases
 - Seminar attendee lists
 - Executive Committee
 - Meeting minutes
 - Enrichment Committee
 - Meeting minutes
 - Original Ad Hoc Steering Committee

- Officers and members list
 - Meeting minutes
- **1988**
 - Course Information
 - Course lists
 - Schedules
 - Correspondence
 - Membership list
 - Newsletters
 - Memos
 - Event invitations
 - Resolution forms
 - Committee reports
 - Volunteers
 - Participation
 - Education
 - Athenaeum Council
 - Meeting minutes
 - Annual Meeting minutes
- **1989**
 - Correspondence
 - Newsletters
 - Memos
 - Athenaeum Council
 - Meeting Minutes
 - Event proposals
 - Flyers
 - ***The RIT Athenaeum*** overview written by Mark L. Blazey
 - Annual Meeting minutes
- **1990**
 - Correspondence
 - Nominating Committee
 - Officer recommendation list
 - Evaluation Committee
 - Meeting minutes
 - *The Athenaeum: Expectations Exceeded* analysis
 - Two floppy disks
 - Athenaeum Evaluation 11/9
 - Athenaeum "Expectations Exceeded" 11/27
 - Athenaeum Council
 - Meeting minutes
 - Annual Meeting Minutes
 - Memos
- **1991**
 - Notecard
 - Articles
 - Correspondence
 - Project meeting minutes

- Enhancement of Technical Education in Secondary Schools
- Athenaeum Council
 - Meeting minutes
- Marketing Committee
 - Marketing plan
- Annual Meeting minutes
- **1992**
 - Advisory Committee
 - Meeting minutes
 - Nominating Committee
 - Officer recommendation list
 - Catalog Committee
 - Meeting minutes
 - Travel Committee
 - Travel Funds: Pricing/Refund/Retention Policy
 - Policy Statement
 - Athenaeum Council
 - Meeting minutes
 - Membership list
 - Special notices
 - Correspondence
 - Annual Meeting minutes
 - Memos
- **1993**
 - List of meeting dates
 - Bylaws
 - Elderhostel Institute Network – A Summary
 - Athenaeum Council
 - Meeting minutes
 - 1993-1994 organizational chart
 - Athenaeum schedule for 1993-1994 academic year
 - Memos
 - Correspondence
 - Athenaeum Policies
 - Proposal for Sound System Installation for the Athenaeum Great Room
 - Message from the President
 - Report and Tentative Proposal for the Athenaeum Council
 - Advisory Committee
 - 12/93 recommendations to the Athenaeum
- **1994**
 - Carol Ritter’s mention of the Athenaeum in the local Democrat & Chronicle newspaper
 - Memos
 - Correspondence
 - Pflaudler Enrichment Series
 - Winter schedule
 - Spring schedule
 - Search Committee

- Members list
- Athenaeum Council
 - Meeting minutes
 - 1994-1995 organizational chart
- **1995**
 - Marketing/Membership Committee
 - Meeting minutes
 - Membership Statistics as of 10/18
 - Nominating Committee
 - Executive Committee 1995-1996 officer recommendations
 - Executive Committee
 - Meeting minutes
 - Advisory Committee
 - Meeting minutes
 - Course information
 - Schedules
 - Athenaeum events schedule 1995-1996 academic year
 - Athenaeum Council
 - Meeting minutes
 - 1995-1996 organizational chart
 - Annual Meeting minutes
- **1996**
 - Athenaeum Council
 - Meeting minutes
 - 1996-1997 organizational chart
 - Resolutions
 - Annual meeting minutes
 - Bylaws as of 10/16
- **1997**
 - Recruitment letter
 - Correspondence
 - Athenaeum Council
 - Meeting minutes
 - Policy and Procedure: Temporary Administrative Coverage
 - Athenaeum Council 1997-1998
- **1998**
 - Process for Selection of Athenaeum Staff Members
 - Athenaeum Schedule 1998-1999
 - Athenaeum Council
 - Meeting minutes
 - Correspondence
 - Memos
- **1999**
 - Athenaeum Council
 - Meeting minutes
 - Executive Committee
 - Meeting minutes
 - Membership Tabulated Data

- Ad-Hoc Mentoring Committee
 - o 5/19 Report
- **2000**
 - Bylaws
 - Athenaeum Council
 - o Meeting minutes
 - Executive Committee
 - o Meeting minutes
- **2001**
 - Athenaeum Council
 - o Meeting minutes
 - Executive Committee
 - o Meeting minutes
 - Technology Committee
 - o Proposal to Council 11/18
 - Newsletters
- **2002**
 - Media Advisory for Athenaeum
 - Newsletters
 - Correspondence
 - Athenaeum Council
 - o Meeting minutes
 - Executive Committee
 - o Meeting minutes
 - Nominating Committee
 - o Recommendation form
 - Strategic Plan – Final Report
 - Memos
 - Report on Meeting with RIT Safety Officer: Updates and Recommendations
 - o Athenaeum Safety Evacuation Plan
 - Athenaeum Endowment Fund: Policies and Procedures
- **2003**
 - Athenaeum Handbook – Revised 1/03
 - Athenaeum Annual Meeting
 - o Treasurer’s Report
 - Newsletters
 - Executive Committee
 - o Meeting minutes
- **2004**
 - Correspondence
 - Wish List for New Building by Joan M. Charles
 - Executive Committee
 - o Meeting minutes
 - Marketing Committee
 - o Job Descriptions (Draft #1)
 - Building Facilities Task Force
 - o Meeting minutes
 - Letter to the President – Infrastructure Problems at the RIT Racquet Club Facility

- Newsletters
- **2005**
 - Proposal for Expenditure of Proceeds from the Athenaeum Legacy Fund: Submittal Form
 - Newsletters
 - Space Use Committee
 - Draft of responsibilities
 - Executive Committee
 - Meeting minutes
 - Correspondence
- **2006**
 - Executive Committee
 - Meeting minutes
 - Nominating Committee
 - Suggested names list
 - Athenaeum Description: Comparison of Adult Learning Courses in the Rochester Area
- **2007**
 - 20th Anniversary Committee
 - Suggestions for chair
 - Correspondence

Box 3

Organizational Documents

- **Folder 1: Start-up Information**
 - News Releases
 - Founding Members List
 - What is the Athenaeum? By Edwin C. Buxbaum
 - Original Course Offerings Committee Chairperson responsibilities
 - Proposal for creation of Athenaeum
 - Organizational charts
 - Athenaeum Chronology by Abe Hollander
 - Bylaws
- **Folder 2: Athenaeum Summer Seminars 1996-1999, 2001-2003, 2005-2006**
- **Folder 3: Course Offerings Committee Information 1987-1991**
 - Committee Reports
 - Meeting Minutes
 - Descriptions and schedules of course offerings
 - Course Proposals
 - Memos
 - Correspondence
 - New course suggestions analysis
 - Registration forms
 - Evaluation forms
 - Call lists
- **Folder 4: Course Offerings Committee Information 1992-1997**
 - Committee Reports
 - Meeting Minutes

- Descriptions and schedules of course offerings
- Course Proposals
- Memos
- Correspondence
- New course suggestions analysis
- Registration forms
- Evaluation forms
- Call lists
- **Folder 5:** Course Offerings Committee Information 1997-2003, 2005-2006
 - Committee Reports
 - Meeting Minutes
 - Descriptions and schedules of course offerings
 - Course Proposals
 - Memos
 - Correspondence
 - New course suggestions analysis
 - Registration forms
 - Evaluation forms
 - Call lists
- **Folder 6:** Course Leaders Meeting Information 1993-2000, 2005
 - Leaders lists
 - Course offerings
 - Curriculum Suggestions
 - Meeting minutes
 - Memos
 - Procedures for Course Leaders
 - Suggestions for Leaders
- **Folder 7:** History
 - Athenaeum Chronology by Abe Hollander
 - Map to Athenaeum
 - News Releases
 - Membership Committee
 - Meeting minutes
 - Ad Hoc Steering Committee
 - List of officers/members
 - Enrichment Committee
 - Meeting minutes
 - Correspondence
 - The RIT Athenaeum by Mark L. Blazey 10/13/86
 - *Confidential* Briefing Paper on the Athenaeum by Mark L. Blazey 3/17/87
 - Briefing Paper on the Athenaeum by Mark L. Blazey 5/12/87
 - Founding members list
 - Membership lists
 - Membership applications
 - Memos
 - Institute Network packet
 - Minutes of “Networking Meeting” at Harvard 7/13/87
- **Folder 8:** Athenaeum Surveys & Questionnaires, 1988-1991

- **Folder 9:** Map of the location of the Athenaeum
- **Folder 10:** Issues & Ideas 1993-1997
 - Suggestions for Conducting Information Meetings
 - Speakers
 - Topics
 - Correspondence
- **Folder 11:** Athenaeum Announcements 1988-1991, 1994-2003, 2005-2006
 - Information Bulletin
 - Volumes/Issues
- **Folder 12:** Facilities Expenses 1987-1991, 1993, 1996-1998, 2000, 2002, 2005
 - Operating budgets
 - Receipts
 - Club House Expenses
 - Correspondence
 - Estimates
- **Folder 13:** OSHER move to Rivers Run 2007-2008
 - Proposed budgets
 - Budgetary Quotation
 - Income
 - Correspondence
 - Facility Status report
 - Rivers Run Advisory Committee
 - Meeting minutes
 - Facility Group
 - Meeting minutes
 - Furniture and Equipment Needs lists
 - Estimates
 - Inventory of items moved to new facility
 - Floor plans
- **Folder 14:** Athenaeum Financial 1987-2000, 2002, 2006
 - Operating budgets
 - Financial projections
 - Receipts
 - Project proposals
 - Budget proposals
 - Financial reports and statements of revenue and expenses
 - Memos
 - Correspondence
 - Budget Information Meeting
 - Meeting minutes
- **Folder 15:** Travel
 - Travel Committee
 - Meeting Minutes 1992-2000
 - Announcements 1989-1991, 1995-1999, 2001-2004, 2006
- **Folder 16:** OSHER Course catalogs 2008-2013

