

## **QUEST COUNCIL MINUTES**

**Monday, December 5, 2022**

**Council Members present:** Wayne Cotter, Mary Ann Donnelly, Peter Fleischman, Arlynn Greenbaum, Karen Levin, Nan McNamara, Donna Ramer, Larry Shapiro, Ruth Ward (via Zoom), Michael Wellner and Judy Winn.

**Council Members absent:** None

*Council held its monthly meeting in person. The meeting was called to order by Quest Vice President Wayne Cotter at 2:55 pm*

These minutes combine the discussions and actions initiated during two meetings: Council's regular monthly meeting on December 5, 2022 and a pre-meeting held on November 30, 2022 via Zoom. Council members attending the November 30 meeting were: Wayne Cotter, Mary Ann Donnelly, Peter Fleischman, Arlynn Greenbaum, Donna Ramer, Larry Shapiro, Michael Wellner and Judy Winn. Karen Levin, Nan McNamara and Ruth Ward did not attend this meeting.

### **Council Pre-Meeting (November 30, 2022)**

#### **Spring Hybrid Schedule Approved**

Wayne Cotter put forth a motion to approve the hybrid schedule for the spring 2023 semester that was drafted by Sheryl Harawitz, Ruth Ward, and Wayne Cotter after consultation with lead coordinators. The motion was seconded by Arlynn Greenbaum. After a brief discussion, the motion passed 8-0. There are 20 hybrid courses scheduled in the spring (two more hybrids than in the current fall semester). The approved schedule will first be sent to lead coordinators and then to all members.

The spring hybrid schedule is included following the end of the minutes.

### **Exception to At-Home Presenters Requirement**

Wayne Cotter requested on November 30 that for the History of Germany class scheduled for Wednesday, December 7, Council make an exception to its requirement that at-home presenters share their presentation with a presenter at 25 Broadway. The presenter on December 7 was originally expected to be in New York for the presentation, but will not be. The coordinator of the class would normally be able to co-present that day, but will also be unavailable. Council unanimously agreed but advised that the session should have a facilitator to handle questions and comments at the session and the presenter should be encouraged to break frequently for questions. The presence of an at-home presenter for that session should also be noted in the relevant NWAQ blurb.

### **Council Meeting on December 5, 2022**

#### **Approval of New Salary for Felix Pina**

Ruth reported that the salary for Felix for the spring 2023 semester will be \$4,522 plus about \$450 for social security and taxes, subject to Council approval. Wayne made a motion to approve the new salary and Donna seconded the motion. Felix will work Monday through Thursday from 9:00 am to 1:30 pm. Council approved this unanimously.

#### **Membership Committee Update**

Donna reported there are 212 active members (including 14 new members).

Council discussed the following items:

Reduced mid-year fee: A motion was made by Donna (and seconded by Nan) to reduce the fee to \$275 for anyone joining between December 1, 2022 and April 2023. Per a previous Council vote, the membership fee will be waived for anyone joining on or after April 1, 2023 to encourage prospective members to sample classes prior to the fall 2023 semester. Council approved this unanimously.

No-refund for mid-year Leave of Absences (LOAs): A motion was made by Donna (and seconded by Judy) to establish a no-refund policy for any member requesting a LOA for the spring semester. If the member returns at some future date, full tuition would be required. Council approved this unanimously.

### **Hybrid Schedule**

Wayne reported that the hybrid schedule approved by Council in its November 30 pre-meeting had been sent to lead coordinators. All members will be receiving a copy shortly.

### **Rules for At-Home Presenters**

For the current fall semester, Council set in place a requirement that all at-home presenters share their presentations with a co-presenter at 25 Broadway. Council also provided guidelines for these fall presentations. The rules were set in place at that time because of the impact on attendance at 25 Broadway when at-home presenters were permitted to present without a co-presenter during the 2021-22 academic year.

Council discussed several options for at-home presenting including limiting the number of at-home presentations or eliminating at-home presentations.

Wayne offered a motion that Quest adopt and continue the At-Home Presenter policy of sharing the presentation with a presenter at 25 Broadway using revised guidelines approved by Council. These guidelines are designed to make clearer the role of the co-presenter in such situations. Karen seconded the motion. Council approved this unanimously. (The full guidelines appear at the end of these minutes.)

A motion was made by Nan that when there is an at-home presenter and a co-presenter at 25 Broadway, this information be included in the presenter's line of NWAQ. The motion was seconded by Arlynn and passed unanimously.

Judy asked whether it was appropriate to set any limitations on the number of at-home presentations with co-presenters each semester. After a discussion, Judy recommended taking no action on limits for the spring semester, and re-assessing for the fall. No motion was put forth on this issue.

### **Long-Range Planning Committee Issues**

Wayne reported that Steve Allen requested to step down as Chair of the Long-Range Planning Committee and recommended Donna, the current co-chair of the committee to be Chair. Wayne proposed that Donna be approved as Chair with Steve serving in a consulting capacity. Peter seconded the proposal. Donna recused herself from voting and the remaining ten members of Council voted to approve this.

## **Holiday Party Update**

Michael reported that 110 members will attend the party and everything is set.

## **Promoting Classes on Email**

Several Council members raised the issue that some Quest members have been promoting individual classes on email. It has been a long-standing Quest policy that coordinators and presenters should only promote classes on NWAQ. It is unfair to competing classes when a member promotes their class via emails on QuestCommunity or QuestBusiness.

However, since the pandemic, Quest has recognized the need for certain literature-related classes to send their material via email well in advance of their sessions. This is also true of film classes.

Wayne agreed to make clear to film and literature course coordinators that emails about their courses should go out well before the relevant NWAQ and *only* include links or attachments to the films, articles, short stories, etc. being discussed during that class. All promotional material about a particular class should be included in their NWAQ blurbs.

## **Class Cancellations in Final Week of Quest**

At least one – if not more – classes may be cancelled in Quest’s final week. The Curriculum Committee and Council discourages classes from being cancelled and urges lead coordinators to plan for such emergencies. However, they also recognize that at times there may be no alternative other than to cancel a class. Lead coordinators should not, however, cancel classes unilaterally. They must contact the chair of the Curriculum Committee and/or the Quest President if they believe a class should be cancelled. Very often, alternative classes can be arranged.

## **Treasurer's Report for November 2022**

Quest Treasurer Peter Fleischman, presented his Treasurer's Report. Peter requested a second installment of our transfer payments to CWE and received \$30,000. He sent \$4,950 to CWE and one additional tuition check will be transferred to CWE. A final payment of \$30,000 will be transferred to Quest in the next three months.

Upon receipt of the \$30,000, Quest will have \$89,534 in our checking account. Our reserves are \$628,126.

The Council's next scheduled meeting is Monday, January 9, at 10:00 a.m. It will be held via Zoom.

*The meeting was adjourned at 4:30 pm.*

Respectfully submitted,

Karen Levin

Secretary

**Guidelines for Sharing Presentations Between an  
At-Home Presenter and a Co-Presenter at 25 Broadway  
*Spring 2023***

Presenters who cannot attend at 25 Broadway will be required to share their presentation with a co-presenter at 25 Broadway during the spring 2023 semester. In these circumstances, the co-presenter is not expected to be as knowledgeable about the subject as the at-home presenter. However, the co-presenter should have sufficient knowledge of the subject so that they can (a) present a portion of the presentation and/or (b) offer frequent comments, observations and questions to the at-home presenters during the presentation.

The purpose of these guidelines is to help ensure a meaningful experience for those attending such classes at 25 Broadway and that in-person attendance at 25 Broadway continues to grow. In the 2021-22 academic year, many Quest members chose not to attend classes at 25 Broadway that featured solely at-home presenters. Instead, they chose to participate from home. Their decisions to stay home impacted attendance at 25 Broadway for other classes that day, even those classes that did not feature at-home presenters.

These guidelines apply *only* when a presenter is presenting from home. When two or more individuals are co-presenting from 25 Broadway, these guidelines do not apply.

*The specific guidelines for the spring 2023 classes are as follows:*

**(A) For a shared presentation, the presenter at 25 Broadway *must*:**

1) have knowledge of the subject matter of the presentation;

2) conduct a portion of the presentation at 25 Broadway and/or offer *frequent* informed comments, observations and questions throughout the presentation; and

3) coordinate questions and comments from the in-person audience and those participating from home.

**(B) For a shared presentation, the presenter at 25 Broadway *need not*:**

1) remain in front of the class during the entire time of the presentation, but should always have access to a microphone to offer comments, questions, and observations;

2) conduct original research for the presentation;

3) help in preparing a PowerPoint (although that would be helpful).

In addition, presenters and co-presenters should make sure lead coordinators are kept informed regarding the status of the co-presentation as the semester progresses.

Presenters who are confused by these guidelines or encounter difficulties finding a co-presenter should contact their lead coordinators for assistance. In addition, the Curriculum Committee (chair, Sheryl Harawitz) is available to assist any at-home presenter with conducting a shared presentation or finding a suitable co-presenter.

It should be noted that when a presenter who was planning to present in person cannot do so due to a last-minute emergency (such as an illness or accident), the lead coordinator of that course should do their best to ensure the presentation adheres to the spirit of these guidelines.



# Week **A** FINAL SPRING **HYBRID** SCHEDULE

Monday	Tuesday	Wednesday	Thursday	
Morning 10:30 – 12:00	Rock & Roots Albums <b>H</b>	Foreign Affairs <b>H</b>	Quester's Choice <b>H</b>	Aging <b>H</b>
	Invisible Man	Oral Interpret. of Poetry <b>H</b>	Shakespeare <b>H</b>	Science Clubhouse

**Lunch**

Afternoon 1:00 – 2:30	Acting Workshop II	Folk Music <b>H</b>	Classic Movies <b>H</b>	Water <b>H</b>
	Comedy Central <b>H</b>	Science & Scientists	Upheaval in American Values	Contemporary Short Stories <b>H</b>

<b>B</b>	Elizabeth Gaskell	Creative Writing Workshop		
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Monday	Tuesday	Wednesday	Thursday	
Morning 10:30 – 12:00	Classical Music <b>H</b>	Artists & Their Works <b>H</b>	Fascinating NonFiction <b>H</b>	NYC Neighborhoods <b>H</b>
	A Week in Paris	Symposium	Toni Morrison	Contemp. Poetry <b>H</b>

**Lunch**

Afternoon 1:00 – 2:30	Great Plays	History of Germany <b>H</b>	Distinguished Guest Lecturer <b>H</b>	Explorations in Phil. & Literature <b>H</b>
	Sixties <b>H</b>	Black Women's Voices		Food: Beyond Just Calories
		Modern Opera		Poets' Workshop

“H” indicates Hybrid class. All others are “in-person only” classes