

## **QUEST COUNCIL MINUTES**

**Tuesday, June 13, 2023**

**Council Members present:** Wayne Cotter, Mary Ann Donnelly, Peter Fleischman, Paul Golomb, Arlynn Greenbaum, Karen Levin, Nan McNamara, Donna Ramer, Larry Shapiro, Ilene Winkler and Judy Winn.

**Council Members absent:** Ex-officio member Ruth Ward did not attend

*Council held its monthly meeting at 25 Broadway. The meeting was called to order by President Donna Ramer at 12:15 p.m.*

**Thursday, June 22, 2023**

**A follow-up Council meeting was held on June 22 to discuss at-home presentations and Quest's recording policy**

**Council Members present:** Wayne Cotter, Paul Golomb, Karen Levin, Nan McNamara, Donna Ramer, Larry Shapiro, Ilene Winkler, Ruth Ward and Judy Winn.

**Council Members absent:** Mary Ann Donnelly, Peter Fleischman, Arlynn Greenbaum

*The meeting, which was via Zoom, was called to order by President Donna Ramer at 4:00 p.m.*

**NOTE: Business conducted during the June 22 meeting will appear in bold in these minutes.**

## Approval of Committee Chairs and Liaisons

Donna explained the responsibilities of the Council liaison: If the committee chair has any issues that they feel should be brought up to Council, the liaison will discuss their issues at a Council meeting.

Donna made a motion to approve the standing committee chairs and the ad-hoc committee chair and Arlynn seconded it. The Hearing Committee is currently the only ad-hoc committee. Prior to submitting their names to Council, Donna or Wayne had spoken to all recommended committee chairs and all agreed to accept their position.

Donna made a motion to approve the committee liaisons and Ilene seconded. Council voted unanimously to approve the motion.

### QUEST COMMITTEE CHAIRS & COUNCIL LIAISONS 2023-2024

Standing Committee	Chair	Council Liaison
Auditing	Steve Allen	Paul Golomb
Caring	Ilene Winkler & Gail Spitalnik	Peter Fleishman
CultureQuest	Madeleine Brecher	Paul Golomb
Curriculum	Paul Golomb	Mary Ann Donnelly
Diversity, Equity & Inclusion	Nan McNamara	Donna Ramer
Emergency Response	Paul Adler & Michael Wellner	Larry Shapiro
Marketing & Communications	Wayne Cotter	Judy Winn
Membership	Donna Ramer	Nan McNamara
New Members	Susan Keohane & Renee Woloshin	Mary Ann Donnelly
QNews	Barbara Gelber	Karen Levin
Q Review	Ruth Ward	Karen Levin
Scheduling	Linda Downs	Arlynn Greenbaum
Social	Lois Cardillo	Arlynn Greenbaum
Special Events	Michael Wellner	Peter Fleischman
Technology	Wayne Cotter, Bob Reiss,	Wayne Cotter

	Michael Wellner	
Travel	Karen Levin & Michael Wellner	Larry Shapiro
CWE/Quest Administration	Donna Ramer, Wayne Cotter, Peter Fleischman, Karen Levin	Donna Ramer
Nominating & Elections	TBD	TBD
<b>Ad Hoc Committee</b>		
Hearing Issues	Vivian Oliver	Ilene Winkler

Karen reported that she continues to track committee chairs and their members as well as the liaisons for all committees. This includes the four committees that have term limits (Auditing, Curriculum, Membership, and Scheduling).

A communication will be emailed by Donna to announce the new committee chairs.

Donna will contact all committee chairs to determine who is seeking new members. As was done last year, one email will then be sent (by Donna) to all members that briefly describes those committees and provides instructions for members who are interested in joining. Individual committee chairs should **not** send out separate emails soliciting members until it is determined that Donna’s general email failed to generate enough interest in their respective committees.

**Treasurer’s Report for the Budget Beginning July 1, 2023 through June 30, 2024**

Peter Fleischman, Quest Treasurer, reported on our budget and Council reviewed it. A summary of our FY 23-24 budget illustrating income vs. expenses is reflected on the following page:

Category	FY24 Budget
<b>SUMMARY</b>	
INCOME (Tuition)	\$132,000
INVESTMENT INCOME	20,000
CONTRIBUTIONS	0
TOTAL INCOME	152,000
LESS EXPENSES	152,285
NET GAIN/LOSS	(285)

---

Donna will communicate the approved committee budget to each committee chair. Donna made a motion to approve the budget and Judy seconded it.

Council voted unanimously to approve the budget.

### **Membership Report**

As of May 31, 2023, we have 225 paying members (plus six founding members). We have thus far received 72 member renewals for the 2023 - 2024 year.

A new “Subscriber” program has been implemented to keep people interested in but not ready to join Quest apprised of activities. To opt in, visitors to the Quest website can click on “subscribe.” The list will also include anyone who visited Quest over the last few years but did not join. Donna will set up these records in Google docs. Currently, Membership is managing this list and sending information to all subscribers, including the fall catalog, special Quest events, etc.

## **Open House on June 6, 2023**

Arlynn reported the success of the Open House on June 6 with over 110 people attending the event. Over 33 prospective members attended with 19 joining that day as “summer trial members.” The feedback on Paul Golomb’s presentation and the luncheon was fabulous.

Additionally, over 30 people requested to be added to the subscriber list or for information for the fall semester.

Nan suggested that we track how prospective members learned about Quest.

## **Marketing & Communications Update**

Wayne spoke as the new Chair of the Marketing & Communications committee. The Committee exceeded its expectations from Quest’s ad campaigns and marketing initiatives. Wayne saluted Beth Callender for her creative marketing initiatives and noted that Peter Dichter was instrumental in coordinating the excellent article on Quest in the recent issue of the Tribeca Trib. Wayne is also pleased to report that both Beth and Peter have agreed to remain on the committee.

Paul asked about social media and our presence on Facebook and other sites. The Marketing Committee established a Quest Facebook page last year and Donna suggested all members ‘follow’ that page.

## **Old Business**

### **Tech Equipment Update**

Wayne talked about our new technical equipment that will be provided by CCNY. We will be getting new podiums and monitors and some other equipment and the tech people will be trained. It is now expected to be in place by the fall semester.

## **Summer Hybrid Exception**

Wayne reported that although it was announced in the May Council minutes that all summer sessions would be hybrid, Roy Clary's "Great Plays" performance on July 20 will probably not be hybrid due to insurmountable technical difficulties.

## **At-home Presentation Guidelines**

This discussion had been postponed from the May meeting.

There were several suggestions:

- have one remote presenter per course per semester
- give the lead coordinator discretion with respect to remote presenters
- the in-person facilitator meets with the at-home presenter to avoid potential problems
- Wayne noted that lead coordinators typically do not take into consideration the impact an at-home presenter in their course has on in-person attendance for other courses conducted that day

In light of the discussion, Donna recommended that Wayne re-write the spring 2023 at-home presentations policy for Council's review prior to our July meeting.

**NOTE: Council met on June 22 via Zoom to discuss and vote on Quest's at-home presentation policy for the upcoming year. Wayne made a motion that the "Guidelines for At-Home Presentations" for the**

**Upcoming Academic Year (September 2023 – May 2024) be approved. Donna seconded the motion. The motion passed 8-0.**

**The approved guidelines no longer require at-home presenters to conduct their presentations with a co-presenter at 25 Broadway. However, at-home presenters must use a “facilitator” at 25 Broadway who will help engage attendees but need not share the presentation. Under the new guidelines, courses will be permitted one at-home presentation per semester.**

**The full “Guidelines for At-Home Presentations” appears at the end of these minutes.**

### **Southern Regional Conference/Learning in Retirement**

Donna reported she and Karen will attend the conference. The budget for the conference was approved at the June council meeting.

### **New Business**

- **Fall Hybrid Program**

Wayne distributed the proposed schedule for fall 2023 courses. To compile the schedule, Wayne reached out to all lead coordinators about their hybrid preferences and made clear that lead coordinators requesting hybrid courses must assume a certain amount of technical responsibility for their courses. The goal expressed by Council at last month’s meeting was that at least one hybrid course be offered per time slot. Of the 36 courses offered this fall, 22 (or 61%) will be in hybrid format. As co-chair of the Technology committee, Wayne will coordinate the tech people assigned to each class.

Wayne made a motion to approve the schedule and Larry seconded it. Council voted unanimously to approve the schedule.

- **Special Project: Council Motion Reference Document**

Larry addressed a new project that will serve as a reference tool to be used when questions come up regarding specific motions and dates for approval. He has researched the minutes through 2021.

- **CWE Mentoring Project**

Judy spoke about a mentoring project that CWE Business Manager/Administrative Services Coordinator Davi Saroop had proposed to Donna. Davi would like a Quest member to match with a CWE student and serve as a mentor. Mary Ann mentioned that a similar program was suggested a few years ago with students from the ESL (English as a Second Language) program. Donna and Judy will meet with Davi in June to work out the details.

- **CWE Film Festival**

CWE's Dean Mercado arranged for a free screening of "*As Bestas*" for Quest members on Tuesday, June 20, 1 p.m., which will be followed by a discussion of the movie led by CWE Spanish Studies Professor Anna Maria Hernandez, PhD.

- **Part-Time Office Manager**

Arlynn brought up the idea of hiring a part-time Office Manager. Council will discuss this at the July meeting.



- **Quest's Recording Policy**

**At the follow-up June 22 meeting, Wayne and Donna discussed the fact that Quest has maintained a video library of various courses since 2020. Although the library currently contains videos for over 500 classes, few Quest members access the library. Wayne also mentioned that organizing, editing and maintaining the video library is a time-consuming task and that to his knowledge no other lifelong learning center in the country maintains a video library of their courses.**

**In light of this, Wayne moved that Quest suspend the video recording of all courses (except for the Distinguished Guest Lecture course) while maintaining our current video library. The motion was seconded by Nan. The motion passed 7-0. (Council member Karen Levin had to leave the meeting, thus did not vote on this motion.)**

The next scheduled meeting will be held via Zoom on Thursday, July 20, at 4:00 pm.

*The meeting was adjourned by Donna Ramer at 2:15 pm.*

***Note: The June 22 meeting was adjourned by Donna Ramer at 4:45 p.m.***

Respectfully submitted,

Karen Levin

Secretary

The following are the approved guidelines for at-home presentations for the upcoming Academic Year:

## **Guidelines for At-Home Presentations** ***Fall 2023 – Spring 2024***

### **Background**

Council appreciates the participation and contributions of our members who are unable to attend classes in person, However, Council also recognizes that at-home presenters in hybrid classes can impact the attendance and experience at 25 Broadway.

Therefore, the purpose of these guidelines is to (1) help ensure a meaningful experience for those attending classes at 25 Broadway when members are presenting from home, and (2) not create disincentives for members to attend in person.

Council is aware that Quest members may understandably choose to attend from home when a hybrid class features an at-home presenter. But the decision to stay home not only impacts attendance at 25 Broadway for that particular class, it can also negatively impact attendance at other classes that day that do not feature at-home presenters.

### **2023-2024 Academic Year Guidelines**

At-home presenters now have the option of an on-site “facilitator” or a “co-presenter” to act as an intermediary between the at-home presenter and the live audience. This means that presenters who *cannot* attend at 25 Broadway need no longer share their presentation with a co-presenter at 25 Broadway during this Academic Year but must have, at the least, a facilitator in the room. It should be noted, however, that a

**co-presenter can be very effective in maintaining audience engagement at 25 Broadway.**

**The presenter and facilitator must discuss the upcoming presentation at least once prior to the date of the presentation. It also is helpful if the facilitator possesses a passing knowledge of the subject matter being presented, but such knowledge is not required. A co-presenter, on the other hand, should have a good knowledge of the subject and share a portion of the presentation.**

**In short, the co-presenter and facilitator both engage attendees; however, the co-presenter also shares in the presentation.**

**A lead coordinator may schedule no more than one at-home presentation per semester for their course. Exceptions to this policy will only be granted by Council in the event of an emergency, such as a sudden illness of a scheduled in-person presenter.**

**When a class features an at-home presenter with just a facilitator and no co-presenter at 25 Broadway, the information must be included in the NWAQ blurb about the class.**

### **Further Suggestions**

**At-home presenters are also strongly encouraged to speak extemporaneously rather than entirely from a written script.**

**There are a number of Quest members who can provide guidance on extemporaneous speaking, such as Donna Ramer or Wayne Cotter, or you can consult the following sites:**

**<https://open.maricopa.edu/com225/chapter/extemporaneous-speaking-the-basics/>**

**<https://www.youtube.com/watch?v=41ZBTgYSI0c>**