

QUEST COUNCIL MINUTES

Monday, May 15, 2023

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

Incoming New Council Members (guests): Paul Golomb (via Zoom) and Ilene Winkler

Council Members absent: None

Council held its monthly meeting at 25 Broadway. The meeting was called to order by Acting President Wayne Cotter at 2:45 pm.

Introduction of New Council Members

Acting President Wayne Cotter congratulated Donna Ramer as our new President as well as Mary Ann Donnelly and Nan McNamara who were re-elected to a second term as Council-at-Large members. He congratulated and welcomed new Council-at-Large members, Paul Golomb and Ilene Winkler. Donna and Wayne thanked outgoing member Michael Wellner for his service and thanked President Ruth Ward who will continue as an ex-officio member of Council. Wayne will continue as Vice President for one additional year.

Wayne distributed copies of the ***Parliamentary Rules for Quest Council (2022 – 2023)*** to new and continuing members. They were passed last year and issued as an appendix to the Council Minutes of May 11, 2022 in order to provide guidelines for conducting Council meetings.

Treasurer's Report for April 2023

Peter Fleischman, Quest Treasurer, reported that our First Republic balance is now below \$250,000. (The FDIC does not insure deposits that exceed \$250,000.) First Republic was subsequently purchased by Chase so we are now above the FDIC limit at Chase. As our CDs mature, Peter will invest them in Treasuries until our Chase balance is below \$250,000.

Peter also mentioned that we received a report from CWE showing our technology support expenses are \$802 per month.

Budget 2023 - 2024 New Categories

Peter distributed a budget worksheet to Council for discussion and explained that he worked with Wayne and Donna to change the budget categories. The spreadsheet illustrates various budget categories including actual, projected and investment accounts broken out by Quest committee "owners." Each committee "owner" will propose their 2023 – 24 budgets with a description of what they need and why and submit it to Peter by May 24, 2023.

Donna recommended that current committee chairs provide an estimate and send it to Peter. Peter will create a Profit & Loss statement and ask Council members to review everything. Council will then do a tentative approval effective June 1, 2023. Wayne mentioned committee chairs begin their terms of office June 1, 2023 and that he and Donna will identify and confirm them as soon as possible.

Conflict of Interest Statement and Disclosure Form

In accordance with the Quest bylaws, Secretary Karen Levin is responsible for requesting a signed Conflict of Interest Statement and Disclosure Form annually from each Council member. This form was distributed at the meeting and returned to Karen. Karen will forward the signed copies to the Chair of the Audit Committee by July 1.

Summer Hours for Felix Pina

Wayne proposed that Felix provide services to Quest from 9 am to 1 pm Tuesdays and Thursdays in June and July and be paid \$20 per hour for four hours per day for a total of 48 hours during the summer session. Donna seconded the motion. Felix will be on vacation and not available to Quest July 5 – July 15. Council voted unanimously to approve this.

Summer Schedule Overview

Council discussed the summer schedule that was previously distributed to members. All presentations will be held in the auditorium unless Room 15-17 is requested. Since the auditorium is not available on June 8, that presentation will be held in Room 15-17. All presentations will be hybrid.

NWAQ will be prepared by Andrea Irvine who will reach out to the Lead Coordinators to check if they want to revise their NWAQ blurbs that appeared in the previous year. Once completed, the NWAQ will be forwarded to Wayne who will prepare the NWAQs for posting and distribution by Michael Russo.

Donna mentioned there is a committee of three members who will put together the Q'xtra activities held after some of the summer classes: Arlene Curinga, Harriet Dubroff and Susan Keohane.

Fall Schedule Overview

Wayne reported that the draft fall schedule was distributed but there will be some corrections.

Wayne stated that he received questions regarding the criteria used to determine where classes are held: auditorium, Room 15-17 or Room 27. When two coordinators request the same room, Wayne will discuss the presentations with both coordinators and the possibility of switching locations.

Fall Schedule Correction

Per Wayne's request, Donna emailed Council on May 5, 2023 to solicit votes to include Yom Kippur and Columbus/Indigenous Peoples Day in the Fall 2023 schedule since it was inadvertently omitted when Council voted on the Fall 2023 schedule.

Council voted unanimously to approve this as follows:

- Tuesday, September 5 – First day of fall semester
- Monday, September 25 – Closed for Yom Kippur
- Monday, October 9 - Closed for Columbus Day/Indigenous People's Day
- Monday, November 20 – Thursday, November 23 – closed for Thanksgiving week
- Wednesday, November 29 – Fall General Meeting (hybrid)
- Thursday, December 14 – Last day of fall semester
- Friday, December 15 – Year-End Holiday Lunch

Fall Hybrid Proposal

Wayne explained that Council determines the number of courses to be hybrid vs not. Below is the history of what Quest offered as follows:

- 2021 to 2022 - Many courses were offered as hybrid
- 2022 - Fall semester was scaled back to half the courses being offered as hybrid
- 2023 - Spring semester offered 22 hybrids out of 35 courses
- 2023 – Fall semester
Larry Shapiro suggested we take into account the preference of the lead coordinators. Michael Wellner said that in-person attendance has definitely increased.

Council discussed various guidelines that lead coordinators may need to consider if they want to use the hybrid format:

- Record the presentation or not
- Know the tech person for your meeting
- Recognize any technical challenges
- Track the number of attendees for your class
- Use the microphones

Wayne made a motion to continue to offer a balanced group of hybrids and in-person courses in the fall semester with at least one hybrid course per time slot. Nan seconded the motion.

Wayne will reach out to coordinators to determine who prefers their course to be hybrid and who prefers “in-person only.” Wayne will

present a full schedule with hybrid preferences to Council for approval at its June meeting

Council voted unanimously to approve this.

Open House on June 6, 2023

Donna reported there will be an Open House on June 6 with an invite going out to all members. Members are encouraged to bring a guest on that day and to RSVP. The event is planned for about 60 people. The goal is to build on our summer program by increasing the number of new members for the fall semester. There is a subcommittee working on this event.

Update on Tech Equipment

CCNY will provide and pay for new equipment including new podiums and monitors. The installation should be done by the end of June. Additionally, Wayne mentioned that IRP (the Institute of Retired Professionals - now called LP2) is coming to Quest to gain a better understanding of how we manage our hybrid program.

Karen asked about microphones not being used in Room 15-17. Wayne addressed this and said it is up to the lead coordinator to decide this. Ilene Winkler is on the Tech Committee as well as on the Hearing Committee. She was asked to report back to Council as Council's hearing liaison. It was recommended that members with hearing challenges sit in the first two rows in the front of each room. Wayne noted that Steve Chicoine of the technology committee will be working on hearing issues on behalf of that committee.

Spring 2023 Year-End Luncheon Update

Michael reported that 112 members are signed up. The CWE scholarship winners as well as CWE leadership will also attend.

2023 – 2024 Committee Chairs Discussion

Wayne confirmed it's up to the President to select the committee chairs and be approved by Council. An email was sent on April 20 to all committee chairs to ask for their recommendations for the next academic year. The formal approval by Council will be done at the June meeting.

Committee Budgets

This will be sent to the current committees asking for their recommendations.

At-Home Presenters Proposal

In the spring 2023 semester, Council required that any at-home presenter share their presentation with a Quest member at 25 Broadway and provided guidelines for such presentations. Council discussed whether this policy should continue in the fall, but reached no conclusion. This issue will be addressed again at the June meeting.

New Business Items

- **Membership Dues**

To date, Donna received 30 checks for tuition for the 2023 – 2024 academic year. All tuition payments are due by August 15, 2023. Checks can be dropped off at 25 Broadway or mailed to 25 Broadway.

The next scheduled meeting will be in-person on Tuesday, June 13, at 12:15 pm. It will be held at 25 Broadway in the CCNY Conference Room

The schedule of Council meetings is:

Tuesday, July 18, 12:15 pm

Monday, September 11, 2:45 pm

Tuesday, October 10, 2:45 pm

Monday, November 13, 2:45 pm

Monday, December 11, 2:45 pm

The meeting was adjourned by Wayne Cotter at 4:45 pm.

Respectfully submitted,

Karen Levin

Secretary