

QUEST COUNCIL MINUTES

Monday, December 7, 2020

Members present: David Bernard, Stephanie Butler, Wayne Cotter, Pam Gemelli, Bob Gottfried, Arlynn Greenbaum, Karen Levin, Frieda Lipp, Penelope Pi-Sunyer, Ruth Ward and Michael Wellner.

Members absent: None

Due to the Covid-19 pandemic shutdown, this monthly meeting was held via Zoom call. The meeting was called to order by Quest President Bob Gottfried at 4:00 pm.

Tuition for Spring 2021

After Quest ends on December 10, 2020, Membership Committee Chair Nan McNamara will email all members with instructions on how and where to send their checks for the spring semester. Tuition is \$150 for all members (including Zoom members). Checks for the spring tuition are due by mid-January 2021. Membership will contact existing members who do not send in checks to determine if they intend to continue their membership for the spring semester.

Online Learning Program Replays During Winter Break

Wayne Cotter updated Council that Zoom “Webinars” and “Distinguished Guest Lectures” will be available “On Demand” online starting Monday, December 14, 2020. Replays will be

accessible during the months of December and January via the private website. The Online Learning Committee and Council strongly recommend that all members know how to access the private website in order to view the replays. Instructions will be emailed on how to access the private website. The video recordings are organized alphabetically by course. Spring and summer classes are combined with the fall and listed together.

Bob Gottfried gave a special thanks to Michael Russo, Victor Brener and Wayne Cotter for all their hard work and dedication.

Online Learning Committee Survey

Committee members Jeanne Gold, Nan McNamara, Ellen Shaprio, Ruth Ward, Pete Weis, Michael Wellner and Ilene Winkler coordinated the survey responses and provided a report to Council. A total of 73 members responded to the survey. Council reviewed the conclusions and the following information is a summary of the results.

Some statistics from Quest membership:

- *44% attend almost every day; 36% attend 1 or 2 times a week*
- *90% find NWAQ easy to use*
- *68% hear speakers easily; 18% have some difficulty*
- *99% know they can control the volume on their own computer*
- *97% know the difference between a Webinar and a Meeting*

- *92% find it easy to ask questions*
- *42% during, 27% at end, 23% either: when to ask questions*
- *Suggestions for improvement: Comments are included below*
- *39% PC; 43% Mac, 16% iPad, 1% Chromebook user*
- *24 Thank yous, 18 Great jobs*

Conclusions of the Online Survey Committee:

- *The number of respondents paralleled the approximately 75 members who attend daily at 25 Broadway.*
- *Although only about 5% of respondents were online only members, the Committee felt the results reinforced the need for a 2-tier fall 2021 membership.*
- *NWAQ: Perhaps make a PDF of the week's links in a separate email, (i.e., take suggestion of Sheryl Harawitz and Michael Russo).*
- *NWAQ: Make shorter blurbs, 125-word maximum.*
- *Sound: All presenters should speak directly into the mic, during required rehearsals and during presentations.*
- **We should clarify Webinar vs Meeting, in a paragraph in spring NWAQs. *We should teach people how to raise hands in Webinars and in Meetings, in first 2-3 weeks of spring classes, i.e., the raise hand icon is in a different place in meetings vs webinars.*
- *When asking questions is permitted: our suggestions: *Let presenters decide how often to take questions. Let Zoom person: a) tell attendees up front about when to ask questions, b) say "Keep questions short until the end of the*

presentation,” c) if many people have raised their hands, say “We’ll go on now. Raise your hand again at our next break.”

- *PC vs Mac: about an equal number. The differences are most evident in a) how to share screen and b) how to embed videos. Ilene is our go-to person for iPads.*

Council suggested that presenters take questions at different times during their presentation.

Update from the Bylaws Revision Committee

The Committee met twice and includes Council members Wayne Cotter, Bob Gottfried and Michael Wellner. Members were assigned to rewrite sections of the bylaws. In February or March, the Committee will report back to Council. Council will determine which recommendations should be submitted to Membership for voting.

One change recommended is to exclude conducting business, (including voting), during the General Meetings. All voting will take place online and all discussions regarding voting will take place during Noontime Knowledge. Council will communicate the recommendations of the Committee by the end of spring 2021.

The existing bylaws require that 2/3 of the membership vote to change a bylaw and 30% of membership must participate. Council must approve any changes to the bylaws.

Review of the Fall Semester Classes and Events Held at Quest Quest held a Memorial Service as well as the General Meeting.

Stephanie Butler mentioned the success of the Zoom classes and the feedback that we received.

Frieda Lipp mentioned that several people expressed interest in having two different types of Quest classes. One is to continue full in-person membership at 25 Broadway and the other would include a virtual membership as an option. Bob Gottfried has asked the Online Learning Committee to explore this option. A sub-Committee will be set up with Wayne Cotter, Bob Gottfried, Jeanne Gold, Leslie Goldman, Nan McNamara, Bob Reiss, Ruth Ward, Michael Wellner and Joyce West.

Penelope Pi-Sunyer asked about how our current Zoom members apply for membership. Once we are back at 25 Broadway, they will be invited to apply for full membership, subject to our cap of 270.

David Bernard asked if the “On Demand” recordings can remain on the website after the winter break. Wayne Cotter responded that the plan is to take the recordings off the private website once the spring semester starts. The replays will probably start up again after the summer session. The Online Learning Committee will monitor the utilization of these replays. Council decided to review this topic again and then decide on the timeframe.

Discussion Groups During Winter Break

Sheryl Harawitz will email membership about these interactive talks that will be held daily from 10:30 am to 12:00 pm. This is a great way to stay connected and will start Monday, December 14, 2020.

The lunchroom social programs will continue during December and January on Tuesdays and Thursdays from 12:30 pm to 1:30 pm.

Nominations and Elections Committee (“NEC”)

In February, Bob Gottfried will nominate candidates for Council to review. Terms for Council members Wayne Cotter, Pam Gemelli, Bob Gottfried, Frieda Lipp and Michael Wellner end May 31, 2021. Wayne Cotter and Michael Wellner can run again. A candidate for another office who is currently on the Council must resign before running for a new position. Therefore, if our current Vice-President, Ruth Ward runs for President, there will be elections for both President and Vice-President.

One member of Council can be on the NEC. Bob Gottfried will represent the Council.

Treasurer’s Report for December 2020

Quest Treasurer Stephanie Butler said there are no changes to the Treasury Report.

New Business

A) Communications for the Quest Website

Since we need to post the fall catalog and other communications on the Quest website, Bob will email Leslie Goldman, Chair of the Marketing and Communications Committee. The communication should remind members to encourage friends and family to join as new Zoom members. Leslie and her committee will write the communications and Steve Allen will post to the website.

Bob emailed the lead coordinators for information about the new courses and the presenters. He forwarded the responses to the Online Learning Committee and to Steve Allen for posting on the website.

B) Survey to Zoom Members

Arlynn Greenbaum suggested sending a survey to the new Zoom members requesting the following information:

- Ask for their feedback about Quest
- What did they like? Not like?
- Are they interested in joining again?
- Would they consider doing a presentation?
- Where are they located?

Bob will email Nan McNamara, Chair of Membership and ask her to put together a survey for the Zoom members. He will also ask Nan when she plans to email the bill for the spring tuition.

C) Quest Presentations

Arlynn said that several new members wanted to know how to present a one-time presentation. The “Presenters Showcase,” “Movers and Shakers” or “Noontime Knowledge” provide an opportunity for this. Bob will email all members with information on how to do a presentation.

Wayne mentioned that Council may want to form a new Committee solely devoted to helping new members learn more about the process of conducting presentations and connecting with lead coordinators.

Pam Gemelli explained that the Freshman Class monthly meetings invite coordinators time to talk about presentations.

Agenda Items for the February 8, 2021 Council Meeting

A) Online Learning Program Replays

After we see how many people access the replays/recordings, Council will review whether or not to extend the timeframe or make them permanent on the private website.

B) Annual Reports from Committee Chairs

In January, Karen Levin will follow up with Steve Allen about sending a notice to Committee Chairs to provide Council with an Annual Report. This applies to the Quest Standing Committees, not the Ad Hoc Committees. This provision is in the bylaws and should be done prior to the spring semester.

C) Freshman Class on Zoom

Discuss having the Freshman Class monthly meetings on Zoom starting in the spring.

The Council's next scheduled meeting is Monday, February 8, at 4:00 pm.

The meeting was adjourned by Bob Gottfried at 5:00 pm.

Respectfully submitted,

Karen Levin

Secretary