

QUEST COUNCIL MINUTES

Monday, February 6, 2023

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

Council Members absent: Peter Fleischman

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

Membership Committee Update

Donna reported there are 215 active members (including the six founding members). There are four new members and about 16 – 17 prospective members. New and prospective members see Quest ads via internet searches, member referrals as well as outreach to people who indicated a previous interest but didn't join. A database was created for outreach purposes.

Nan raised the issue of the pictures on the website being out of date. They will be reviewed and updated. Donna said the Membership Committee will review and work with Michael Russo to update the site.

Quest Remote Members (QRM) Program Update

A membership form was created for this program. The QRM designation will generally apply to those living outside the geographic area of Quest.

Nominating & Elections Committee (NEC)

Wayne reported that he had selected, in consultation with Ruth and Donna, the following four members for the 2023 NEC: Arlene Curinga, Bob Gottfried, Andrea Irvine and Jennifer Jolly. (Council unanimously confirmed the four members later that evening via an email vote.) Judy Winn is the Council liaison on the NEC. She will reach out to the NEC members and set up the first meeting.

The Council seats open for the spring and effective as of June 1, 2023 are President and four Council Member at Large positions.

President Ruth Ward has decided not to run again. Michael Wellner has served four years (two terms) and cannot run again. Mary Ann Donnelly, Nan McNamara and Donna Ramer have each served two years (one term) and can run again if they choose.

The bylaws state that a candidate for President must be a current or previous member of Council. Wayne will be sending out an email to all Quest members, as required under the bylaws, informing them to contact the NEC chair if they are interested in running for Council.

Spring Memorial Service

Michael mentioned that we haven't had a memorial service in a while for members who passed away. The members are Steve Baker, Stu Eisler, Evelyn Good, Al Gordon, Marty Helpert, Trudy Owett, Rita Post, Rick Salter and Caroline Thompson.

Michael made a motion to hold the memorial service on March 29 at 2:30 pm (after the Guest Lecturer) in the auditorium. Karen seconded the motion and it was approved unanimously.

Marketing & Communications Committee (M & C) Update

Wayne reported that Beth Callender and her team placed ads in the following local publications: *The West Side Spirit*, *The East Side Our Town* and *The Villager*. Ads also were placed on Google so that when someone searches “life-long learning,” “adult education,” or a number of other similar terms, an ad for the Quest appears on the screen with a link to our website. We also have a presence on Facebook and Yelp.

Wayne mentioned that the M&C, Diversity, Equity and Inclusion (DEI) and Web site budget for 2022-23 is \$6,500. To date, M & C has spent about \$4,500, however DEI and the Web site expenditures this year have been negligible.

Wayne will contact Beth and Laura Lopez, chair of DEI, to determine likely future spending. M&C will conduct another marketing effort prior to Quest’s summer session and if additional funds are needed, Wayne will seek Council’s approval.

Donna mentioned that the Membership Form was updated to ask prospective members how they heard of Quest. Donna is working with Beth on this.

Long Range Planning Committee Update

Donna reported that due to an internal conflict, a majority of members of the Long Range Planning Committee have resigned and she and Wayne have discussed how to proceed. Wayne made a motion to suspend the Committee and focus on collecting more information from members via surveys and focus groups that will be used for planning purposes. Nan

seconded the motion. Council voted with 9 yeas and 1 abstention. A small task force, led by Donna, will be created for this purpose.

Approving Fall 2023 Calendar

- Tuesday, September 5 – first day of fall semester
- 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

Arlynn made a motion to approve the fall calendar, Donna seconded and Council voted unanimously to approve.

Request for Annual Committee Reports for the 2022 – 2023 Academic Year

Karen mentioned that she would request the Annual Committee Reports from each Committee Chair.

Promotional “Pre-Blurbs”

Wayne mentioned that some lead coordinators of film and literature courses have continued to send out “pre-blurbs” that are promotional in nature despite Council’s vote on this issue at our December meeting. Wayne has contacted the relevant parties and hopefully the issue will not arise again in the spring semester. Larry noted that he would like to seek further clarification on this issue in a subsequent Council meeting.

French Lunchtime Course

Since there is already a technology person participating in the French lunchtime session, it was suggested that Council consider making the course hybrid.

Wayne made a motion to make the noontime French class hybrid for the spring semester *only* and that the course's hybrid format be noted in NWAQ. Arlynn seconded and Council approved the motion unanimously.

Snow Day/Inclement Weather Closing Policy

Wayne made a motion to say that in the event of severe and inclement weather, Council is authorized to determine if Quest will close at 25 Broadway and all classes (to the extent possible) will be offered via Zoom. Further details will be explained in the email. Judy seconded the motion and Council approved unanimously. Wayne will send out an email to all Quest members explaining our weather policy.

Treasurer's Report for January 2023

In Peter's absence, Wayne presented the Treasurer's Report. He reported we will receive one more transfer of \$30,000 from CWE in March. At that point, Quest will have received more than we paid CWE in tuition this year which reduces our balance. An additional tuition check in the amount of \$1,100 was received. After the spring semester, Peter will transfer any tuition dollars not previously transferred to CWE.

Peter is still working with Steve Allen to provide the information needed to complete the Quest tax return. This return is a compliance requirement only. No money is owed to the IRS.

New Business

Donna reported that CCNY will install a turnstile in the lobby this spring and everyone will need to swipe their new CCNY ID cards. All members will receive a new CCNY ID card. Current photos will be used so you do not have to have a new photo taken.

The Council's next scheduled meeting is Monday, March 6, at 2:45 p.m. The next two Council meetings following the March meeting will be Monday, April 10 and Monday, May 8.

The meeting was adjourned at 4:40 pm.

Respectfully submitted,

Karen Levin

Secretary