

QUEST COUNCIL MINUTES

Wednesday, June 8, 2022

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

New Council Members: Peter Fleischman, Larry Shapiro and Judy Winn.

Council Members absent: None

Council held its monthly meeting via Zoom. The meeting was called to order by Quest President Ruth Ward at 10:00 am.

Introduction of New Council Members

President Ruth Ward welcomed new Council members Peter Fleischman, Larry Shapiro and Judy Winn. She thanked outgoing treasurer Stephanie Butler for her service to Quest.

Special Meeting on June 1, 2022

Council held a special meeting on June 1, 2022 to discuss and vote on the items below.

Wayne moved and Arlynn seconded the motion that Council approve the proposed fall 2022 schedule, with possible small changes to be determined. Council approved it unanimously. Wayne and Ruth will send to Council for their approval a letter explaining the schedule.

Wayne moved that we record only hybrid courses unless the lead coordinator does not want his or her course recorded. The vote was 9 yeas and 1 abstention.

Wayne moved that the recording of fall 2022 presentations be made available to Quest members on the website as soon as possible. Again, the vote was 9 yeas and 1 abstention.

Council Liaisons to Quest Committees

President Ruth Ward notified Council liaisons to contact the appropriate Committee Chair and remind them about recruiting new members by July 31. Chairs will accept applications between June 1 and July 31.

Quest Budget for 2022 – 2023

Quest Treasurer Stephanie Butler reviewed the budget with Council. Ruth made a motion to approve the budget and Michael Wellner seconded the motion. Council voted unanimously to approve the budget.

Treasurer's Report for Year Ending June 30, 2022

Quest Treasurer Stephanie Butler reported that our finances continue to be in a healthy state.

Quest finished out the year with a budget surplus of approximately \$12,000. The surplus resulted primarily from a \$10,000 rent reduction and also reflects a savings by not incurring a salary for an office manager. We hired a part-time technology assistant for the spring 2022 semester but still realized nearly \$10,000 in savings. We went over budget in many categories, and came in under budget in many categories. Other than the CWE expenses of rent and salary, over and under budgeting were pretty even.

We currently have reserves of about \$728,000.

This year, we have drawn \$43,490 from reserves to pay for the following expenses:

- \$10,000 for two Guest Lecturers, one in each semester, to honor Ken Leedom and Peter Cott, each speaker receiving an honorarium of \$5,000
- \$5,000 for the annual scholarship in memory of Leedom and Cott that is awarded to a student or students at CWE
- We paid approximately \$27,490 for our belated 25th anniversary luncheon which was celebrated at no charge to attending members.
- Quest contributed \$1,000 to CWE's film festival. In the future, Quest will be paying for the entire contribution of \$3,500 out of the operating budget; The money was taken from reserves this year because we didn't anticipate that the festival would be held and it was not a budget item.

Stephanie will prepare two reports for the audit committee. One report will detail changes in the amount of the funds in our reserve accounts from the beginning to the end of the fiscal year. The second report will confirm the accuracy of CWE's reporting of membership fees.

To avoid a deficit, the budget for next year requires an additional 11 net new members without any built-in surplus.

Effective July 1, 2022, Peter Fleischman will be the new Treasurer.

Approval of General Meeting for Fall 2022

The hybrid fall General Meeting will be Wednesday, November 9, 2022 at 1:00 pm.

Review of Approved Fall Schedule for 2022

There were some modifications to the schedule due to the passing of Stephen Baker and the cancellation of his Russian Geography course. This course slot is still to be determined (TBD). Additionally, Judy Hampson's course on British Culture will be hybrid. The Fabulous Fifties course will also be hybrid.

Council discussed recommendations to the proposed email regarding the reduction in hybrids for the fall. Several members recommended changes in content and tone in order to explain our reasoning for the change. The final communication will be sent no later than Monday, June 13.

Replacement of the TBD Class

Mary Ann Donnelly mentioned that Sheryl Harawitz has a possible solution for the TBD course. It may be used for several "Creative Workshops" classes. For example, an art workshop or a meditation workshop may be offered.

Marketing & Communications (M&C) Update on Recruiting and Retaining Active Members

Wayne reported that Beth Calendar and Leslie Goldman (the new Co-Chairs of the M&C committee) will meet over the summer to review ideas for recruiting new members to the committee. There were applications from members. The committee is looking for applicants with experience in working with not-for-profits.

The bylaws state there is a deadline of July 31 to send applications to the M&C committee. Donna Ramer said she will meet with Beth and Leslie to discuss ideas for Membership and M&C to work together and also include the Diversity, Equity and Inclusion committee.

Meet Up Groups

Ruth suggested using meet-up groups as a way to recruit new members. Meet-ups are online groups that share common interests and meet either in person or online. Donna and Sheryl Harawitz have already been looking into some appropriate meet-up groups.

Distribution of QReview to Local Libraries

Ruth said there are extra copies of QReview that can be distributed to local libraries as a way to recruit new members. Donna mentioned using the Quest catalog as well and creating bookmarks for publicizing Quest.

Membership Update

Donna will email the membership communication for the 2022 - 2023 academic year in mid-July. The due date for membership renewal is Tuesday, September 6, 2022.

As of today, there are 232 members and seven founding members.

Long-Term Planning Subcommittee Update

Nan McNamara reported that the committee met to discuss the initial report that addressed items for the immediate foreseeable future. The first question Council addressed was whether the current long-term goal of Quest is to return to full in-person classes. After taking a vote, Council rejected the notion that its current long-term goal is to return to full in-person classes. The second issue was planning for the fall schedule of classes. This was resolved by a schedule that will be publicized shortly.

Arlynn asked if a decision on recordings had been made. Wayne said it was previously decided to make them available as soon as possible.

Nan proposed the committee meet again in September once classes have started. At that time, they can see what COVID is like, the status of attendance in person and possibly prepare another report. In September, the committee will re-evaluate where Quest is and discuss if a Long-Term Planning Committee is needed at a point in the future. Nan will report to Council in July.

Improving Presentations: Tutorials on PowerPoint

A PowerPoint tutorial will be given on June 17 to help members learn how to use PowerPoint. Bob Reiss, Ilene Winkler, Ruth Ward and Wayne Cotter will go over beginners and intermediate levels for both PC's and MAC's.

Wayne will offer training on how to give and improve presentations. This will be done over the summer via Zoom.

Donna will offer training on how to lead a discussion. This will be offered in the fall as a workshop. It will be in-person at 25 Broadway and will include a tip sheet for members. That will be sent to all members during the summer.

Diversity, Equity and Inclusion (DEI) Update

Michael Wellner reported that he and David Bernard met with new Committee Chair Laura Lopez. Laura is in the process of forming a committee.

Spring 2022 Year-End Luncheon Debriefing

Michael Wellner reported that everyone who attended the luncheon was extremely happy with the choice of the Lavo restaurant. The Special Events Committee negotiated with Lavo for the winter 2023 holiday party.

New Business

Wayne Cotter reported that the Summer Encores program got off to an excellent start. There were 37 attendees in person and 27 attendees on Zoom. Sandy Kessler presented his talk on “Abraham Lincoln on Civic Education.”

The Council’s next scheduled meeting is Wednesday, July 6, at 10:00 am. It will be held via Zoom.

The meeting was adjourned by Ruth Ward at 11:15 am.

Respectfully submitted,

Karen Levin

Secretary