

# **QUEST COUNCIL MINUTES**

**Wednesday, May 11, 2022**

**Council Members present:** David Bernard, Stephanie Butler, Wayne Cotter, Mary Ann Donnelly, Bob Gottfried, Arlynn Greenbaum, Karen Levin, Nan McNamara, Penelope Pi-Sunyer, Donna Ramer, Ruth Ward and Michael Wellner.

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

**Council Members absent:** None

*Council held its monthly meeting at 25 Broadway with some members participating via Zoom. The meeting was called to order by Quest President Ruth Ward at 2:45 pm.*

## **Introduction of New Council Members**

President Ruth Ward welcomed new Council members Peter Fleischman, Larry Shapiro and Judy Winn. She thanked outgoing members David Bernard, Stephanie Butler and Penelope Pi-Sunyer, as well as ex officio member Bob Gottfried for their service to Quest.

## **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.

## **Approval of New Committee Chairs**

Quest President Ruth Ward reported that Steve Rubin stepped down as Chair of the Caring Committee and David Bernard will be the Chair. Laura Lopez will be the Chair of the Diversity, Equity and Inclusion (DEI) Committee. The ad-hoc Long-Range Planning Committee will now be an official committee.

Ruth made a motion to approve the 2022 - 2023 Committee Chairs and Michael Wellner seconded the motion. Donna Ramer suggested that a Council member not vote if he or she is currently on a committee, but no vote was taken on her suggestion. The new members of Council are not eligible to vote until the June meeting. Ten members of Council voted their approval of the 2022 – 2023 Committee Chairs with one abstention.

## **Solicitation of New Committee Members**

Each year between June 1 and the beginning of the fall semester, all Committee Chairs are required by Quest bylaws to notify the full membership through electronic means of their responsibilities of their committees and solicit members no later than July 31 to join their committee. Members are appointed for a one-year term that begins no later than the beginning of the fall semester.

Ruth said she would send a document for approval to Council with information regarding the solicitation of new committee members. It will include the name and description of each committee, the qualifications, if any, for each committee, and the contact person for applying. Ruth would like to email the approved communication to Committee Chairs during the week of May 16.

Council made the following suggestions regarding the solicitation of committee members.

- Arlynn Greenbaum asked about the timeline for responding and Ruth said that Committee Chairs can start to solicit committee members on June 1.
- Wayne Cotter said if Committee Chairs don't receive a response from Ruth's email, they can send out their own communication.
- Donna Ramer offered to create a spreadsheet document that reflects those members who apply to be on a committee as well as those already on the committee. This will be shared with all Committee Chairs.
- Penelope suggested adding "we encourage you to apply to more than one committee with the understanding that you may not participate on more than one committee."

Ruth will send the communication to Council for final comments, then to the general membership. Arlynn suggested that members who apply for a specific committee also list any other committees they participate in as well as those committees they are applying to. Larry Shapiro suggested that members interested in more than one committee "rank" their choices by listing their top three committees.

Wayne suggested that members respond to the Committee Chairs with a copy to Donna and she will compile the spreadsheet document.

Council agreed that members can apply for up to three committees. Chairs will accept applications between June 1 and July 31 and they will appoint members of their committee for a term that begins on the first day of the fall semester, which is Tuesday, September 6.

### **Annual Committee Reports Requested from the Committee Chairs**

In accordance with the Quest bylaws, Secretary Karen Levin is responsible for requesting an Annual Committee Report from each Committee Chair.

Karen emailed copies of the completed Annual Committee Reports to Council for informational purposes. Karen reported back to Council that the reports reflect the accomplishments and goals of each committee as well as additional information. Each report includes questions about how Council can help, if needed. Mary Ann Donnelly asked who should respond to this question (s). Wayne said that the Council liaisons should look at the committee reports and decide if any questions/comments should be brought back to Council. If there are comments or questions about a specific report, the liaison should notify Council by May 20.

The reports will be sent to Steve Allen and archived on the Quest website.

### **Treasurer's Report for May 2022**

Quest Treasurer Stephanie Butler reported that our finances continue to be in a healthy state. Stephanie referred to the semi-annual report that was presented at the General Meeting on April 29. Since then, we filed an annual income tax form but don't owe taxes because we are a tax-exempt not-for-profit organization. Although we had unanticipated COVID related expenses this year, we anticipate a small year-end surplus of funds because several committees came in under budget.

### **Quest Budget for 2022 – 2023**

Donna raised the following questions for discussion:

- Do we need more members that will exceed the current cap of 270?
- Do we need to raise the membership cap?

Donna reported we currently have 239 members and don't need to raise the cap. If Council determines we need more members, Council can approve recruiting an additional 10%.

Wayne asked if Council could provide the Marketing & Communications Committee (M & C) with a sense of how aggressively it should seek new members (especially younger, more diverse members) since some marketing approaches may have associated costs. Some members felt

such efforts should begin immediately based on the relatively small number of members attending at 25 Broadway, others felt we should wait until the fall to see how many old members we lose and how many new members we gain.

There was, however, general agreement that the M&C Committee should be devising a marketing plan that could be put into place relatively quickly and that the M&C, Membership and Diversity, Equity and Inclusion (DEI) committees should find ways to work together to explore ways of attracting new members.

After further discussion, Council decided that we should keep the current cap at 270 members.

Nan suggested that Membership work with M & C once we see what the fall membership is and defer this item to the fall meeting agenda. Michael Wellner recommended that we have a cross-functional team (consisting of Membership, M & C and the DEI committees) looking into what we do for the fall semester.

Donna raised the issue of implementing a strong marketing campaign to solicit new members vs. should we maintain the status quo. We can look at an outreach program to reach specific targets. In September, we can create a plan for when we are ready to implement. Penelope felt we should be working on this now. Peter Fleischman said we should be looking at the cap in order to meet our objectives, which is maintaining a community as well as in-person attendance. Attendance continues to be a problem and Quest needs more people to come in person. Bob Gottfried addressed the fact that we are looking for new members who will participate and present in person.

It was noted that we had 100 members in attendance for Creativity Day (both in-person and on Zoom) and also had good attendance for the candidates' speaking sessions.

Ruth raised the issue of whether we should have one annual payment or two semester payments and if we should raise the dues.

Wayne made a motion that we keep the membership dues the same (\$550) for the next academic year and Nan seconded the motion. Council voted and ten members agreed to keep the dues the same with one opposed.

The issue of collecting dues was next. Donna made a motion for one annual payment of \$550 and Nan seconded the motion. Council unanimously agreed to charge \$550 for the 2022 -2023 academic year, payable by September 30, 2022. Additional information about payment of annual dues will be sent to members later this year.

### **Diversity, Equity and Inclusion (DEI) Budget Proposal**

Michael Wellner reported that the DEI committee needs to do some outreach that may entail spending additional money. Ruth asked that the committee meet and decide what specific actions they propose and the estimated costs and report back to Council in June.

Stephanie reported that the Treasurer will need to know what is decided in order to budget correctly.

### **Spring 2022 Year-End Luncheon Update**

Michael Wellner reported there will be 115 to 120 attendees.

Quest expects to pay approximately \$5,000 from the operating budget for this event.

Going forward, there will be a cut-off of one week prior to the lunch for members to notify us if they need to cancel the lunch and expect a refund.

## **Technology Issues**

Wayne discussed the following two issues:

- Should there be presentations made by at-home presenters?

Wayne explained these have not worked very well due to technology issues, impact on attendance and timing because some people decide not to go in-person if there is one presentation done at-home.

- Should all presenters be required to present in-person?

Wayne made a proposal that if there are at-home presentations in the fall, a co-presenter who is at 25 Broadway must work with the presenter. The opera class which may be Zoom only would be an exception.

Donna suggested that if a presenter cannot come into 25 Broadway, they need to coordinate their presentation with someone who can be the lead coordinator on site. She also suggested that course coordinators be in close contact with presenters and establish this rule up front. Bob recommended that no one present from home. Larry Shapiro reported that there are some courses in the fall scheduled with at-home presenters. Ruth mentioned there is time to discuss this and work it out with the presenters.

Mary Ann Donnelly suggested we develop guidelines about presentations and this item be postponed to the spring of 2023.

Wayne made a motion that Quest not have at home presentations unless there is a member working as a co-presenter at 25 Broadway. The co-presenter must also make a significant contribution. Ruth seconded the

motion and it was passed unanimously. This will be effective for the fall semester.

During some of the discussion group meetings, it was suggested that hybrids be reduced. Wayne proposed we reach out to lead coordinators and explain there will be fewer hybrids in the fall.

Bob Gottfried suggested the question of how best to reduce the number of hybrids should be the subject of a special meeting of Council since it is a broad subject that requires more time than remains for today's meeting.

Wayne made a motion that Ruth send an email to lead coordinators that addresses their willingness to go to live only presentations. Donna seconded the motion. Council voted and it passed unanimously.

### **Increasing Attendance at 25 Broadway and Delayed Recordings**

Council agreed to postpone this item for discussion at a special meeting.

### **Membership Update**

Donna Ramer reported there are 239 members (including seven founding members). The Leave of Absence (LOA policy) will stay the same – you can request a LOA for one year. QNEWS will continue to feature profiles on new members.

### **Long-Term Planning Subcommittee Update**

Nan McNamara recommended we read the report that was distributed to Council and discuss at the special meeting.

### **Electronic Archives Information Update**

Wayne is working with Steve Allen and will report to Council at the next meeting.



## **Security of Guest Speaker Recordings**

Distinguished Guest Lectures Chair Arlynn Greenbaum surveyed her committee and they agreed that recording guest lecturers did not represent a significant security risk. Arlynn also emailed via Questbusiness to remind all members these recordings are only for members use and not to be sent to anyone outside of Quest.

## **Summer Encores Program**

Arlynn reported that the program is set up. Mary Ann will ask Art Spar to send out a final reminder with a schedule of the classes. The last four classes will be on a Zoom-only basis because CWE will be cleaning the building.

## **Social Club**

Peter Fleischman recommended having small affinity groups (i.e., theater, dinner, yoga, other groups) within Quest. Peter will write up a proposal for Council to review. Something could also be featured in QNEWS. Ruth added that Deborah Yaffe and Joyce Hinote might be interested in working on this with Peter. They have some history of what Quest did previously. Quest initiated a similar approach via the google group QuestInvite a few years back, but that google group was discontinued prior to the COVID crisis.

## **Pre-Luncheon Home COVID Tests**

Arlynn suggested that we encourage members do a home COVID test before the year-end lunch. Ruth put it in the form of a motion and Arlynn seconded the motion. Council approved this unanimously and Ruth will send an email to members.

## **Rules of Order Update**

Wayne presented a proposed final version of the parliamentary procedures Council will be using in the upcoming year. A motion was made by Ruth to approve the procedures. The motion was seconded by Penelope and passed unanimously.

The procedures appear as an appendix to these minutes (see appendix).

Council thanked David Bernard, Stephanie Butler, Bob Gottfried and Penelope Pi-Sunyer for all their help on Council over the last few years.

The Council's next scheduled meeting is Wednesday, June 8, at 10:00 am. It will be held at 25 Broadway in the CCNY Conference Room or by using the auditorium link.

*The meeting was adjourned by Ruth Ward at 5:00 pm.*

Respectfully submitted,

Karen Levin

Secretary

**APPENDIX TO QUEST COUNCIL MINUTES**  
**Wednesday, May 11, 2022**

**Parliamentary Rules for Quest Council**  
**(2022-2023)**

*The following are designed to provide some basic rules for conducting business at Quest Council meetings. These rules will not be part of the bylaws and can be changed at any time by Council.*

- 1) Any Council member can introduce a motion.**
- 2) A motion must be seconded before it is discussed.**
- 3) Once a motion is introduced and seconded, Council should discuss the motion as necessary.**
- 4) Any time during or after the discussion, the member who introduced the motion can withdraw the motion. No second is needed. A motion cannot be withdrawn once the vote begins.**
- 5) Any time during or after the discussion, any Council member can introduce a motion to "table" the motion, which means the motion will not be voted on during the current meeting, but will be considered at a subsequent meeting.**
- 6) The motion to table the motion must be seconded.**
- 7) The motion and the name of the Council member who introduced a motion and the member who seconded it should be recorded in the minutes provided the motion is voted on (either "yea" or "nay") or tabled.**
- 8) If a motion is withdrawn by its originator before a vote is taken it *need not* appear in the minutes.**

**9) A Council member who wishes to revise or clarify a motion under discussion may propose a "friendly amendment" to the motion under discussion. The originator of the initial motion may choose to accept or decline the amendment. If the originator declines the amendment, the discussion and vote on the original motion will continue. If the originator accepts the amendment, the original motion will be considered withdrawn. The revised motion containing the friendly amendment must then be seconded. Once the motion is seconded, a discussion will follow. The motion can then be tabled, withdrawn or voted on as outlined above.**

**10) The President of Quest is a voting member of the Council who may initiate a motion, call for a second, and facilitate the discussion. The President is also responsible for reporting the results of votes.**