

# **QUEST COUNCIL MINUTES**

**Monday, January 9, 2023**

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

**Council Members absent:** Arlynn Greenbaum

*Council held its monthly meeting via Zoom. The meeting was called to order by Quest Acting President Wayne Cotter at 10:00 am*

## **Acting President/Vice President Update**

Wayne reported that he will be serving as Acting President in Ruth's absence in accordance with Quest's bylaws. He also noted that for succession purposes, an Acting Vice President needs to be appointed. He appointed Donna Ramer to serve as Acting Vice President who agreed to serve.

## **Membership Committee Update**

Donna reported there are 213 active members (including the 6 founding members). Membership will contact those members on a Leave of Absence to find out when they are returning as well as those who joined prior to COVID, but did not renew to see what their status is.

## **Spring Semester Room Assignments**

Wayne reminded Council that the hybrid schedule (previously approved by Council) was signed off on by the lead coordinators. Some classes will be recorded and some will not. A technology person will assist presenters at each class.

## **Nominating & Elections Committee (NEC)**

Wayne reported that this committee is selected each year by the President with input from Council. One member from Council serves on the committee. Wayne and Donna recommended that Judy Winn be the Council liaison on the NEC and Judy accepted. As Acting President, Wayne will select the remaining four members of the NEC, subject to approval by Council during its February meeting.

## **Quest Remote Members (QRM) Program Update**

Council voted to create a pilot program called Quest Remote Members (QRM) and create a new membership category under the auspices of the Membership Committee.

***Important note: This program does not apply to current members or any member currently on a leave of absence.***

A QRM membership is slightly different from a full membership and requires that the proposed member:

- meet the membership criteria outlined in the Quest bylaws;
- pay full membership fee;
- undergo a new-member interview on-site or remotely;
- be eligible to be a course co-coordinator at the discretion of the lead coordinator but not eligible to be a lead coordinator;
- be eligible to be a member of a committee (excluding Membership, Scheduling, and Curriculum) at the discretion of the committee chair but not eligible to be a committee chair;
- be allowed to present remotely but only with an on-site co-presenter (consistent with the current guidelines for remote presenters);
- be allowed to participate in Quest-sponsored off-site activities and

remote museum tours;

- not be allowed to be a member of Quest Council;
- not be counted against the membership cap;
- not receive a Quest or CCNY ID; and
- not be allowed to vote in Quest elections.

The motion was presented by Wayne, seconded by Judy and approved with 8 for, 1 against and 1 abstention. Donna will work with the Marketing & Communications Committee to determine how to communicate this.

### **Spring Semester Office Duties**

Wayne and Donna reported that members will continue to help out with the following office duties:

- Posting of NWAQ at 25 Broadway
- Locking up the laptops and cabinets
- Running the copier and maintaining copy paper
- Clipboards for class attendance (this will be discussed at the lead coordinator meeting)
- Checking the mail – Peter and Michael will check
- Mailing QReview to those not able to come to 25 Broadway

Michael will speak to Pam Gemelli regarding requesting help with the coffee.

## **Holiday Party Review/Spring Party Plans**

Michael received great feedback on the holiday party at Lavo. Council discussed having the spring lunch on the last day of classes (this would require cancelling a class to allow everyone to go to the lunch) or on the Friday following the last day. We talked about using Battery Park Gardens again. Since our class schedule is already set, it was decided that we would have the end-of-year lunch on the Friday following the last day. The Special Events Committee will explore places for lunch.

## **Marketing & Communications Update**

Wayne reported that Beth Callendar placed an ad on Google advertising Quest. If someone types in “life-long learning,” “adult education,” or a number of other search items, an ad for the Quest Life-Long Learning website appears on the screen. Donna mentioned that some new members are coming to Quest via the Quest website. Mary Ann said that some new members are going to the CUNY website and are then directed to the Quest website.

## **Technology Update**

Wayne reported that Sheryl Harawitz and Andrea Irvine set up the tech reps for Room 15-17 and Room 27. Bob Reiss, Michael Wellner and Wayne will meet to set up the tech reps for the auditorium.

## **Class Surveys**

Donna recommended using SurveyMonkey for all surveys that are emailed via QuestBusiness to ensure anonymity. Wayne suggested that SurveyMonkey might also be considered for Quest Council elections.

## **Video Recordings Post 2022 – 2023 Academic Year**

There was some discussion about reducing class recordings but Council decided we won't be scaling back for now.

Felix Pina suggested keeping a repository of all PowerPoint presentations. Michael volunteered to put all PowerPoint presentations on a separate drive and some have been downloaded from the computer in the auditorium. Council discussed privacy and proprietary issues regarding this initiative. The issue will be reviewed further by Council.

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

Quest Treasurer Peter Fleischman presented his Treasurer's Report. Peter reported that we will receive a final installment of \$30,000 from CWE. We received one additional tuition check that will be transferred to CWE. After the spring semester, Peter will transfer \$1,100 plus any additional checks received by Membership.

Peter is working with Steve Allen to provide the information needed to complete the Quest tax return. This return is a compliance requirement only. No funds are paid to the IRS.

Quest has \$55,375 in our checking account. Our reserves are \$645,298.

## **New Business**

There will be a Lead Coordinators meeting on Thursday, January 19 to discuss items such as:

- How lead coordinators deal with presenters and
- What should be included in NWAQ

Sheryl Harawitz, Andrea Irvine, Donna Ramer, Bob Reiss and Wayne Cotter will lead the meeting.

Wayne asked Michael Wellner if the Travel Committee had any trips planned for 2023. There will be a formal offering in May or June of this year.

The Council's next scheduled meeting is Monday, February 6, at 2:30 p.m.

*The meeting was adjourned at 11:40 am.*

Respectfully submitted,

Karen Levin

Secretary