

QUEST COUNCIL MINUTES

Monday, April 10, 2023

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

Council Members absent: None

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

To date, there are 229 active members and 21 members on a leave of absence. You can remain on a leave for one year.

There is a new link on the website that allows prospective members to become a “subscriber.” The list is maintained by the Membership Committee. Moving forward, Membership and Marketing & Communications will email the fall and spring catalogs, Summer Encore schedule and announcements about special events to all “subscribers.” Membership is keeping a list of anyone who has contacted and/or visited Quest for information and will send the same information to them. The goal is to maintain contact and top-of-mind awareness about Quest as prospective members consider their retirement options.

Summer Trial Membership: Membership, Marketing & Communications and DEI are collaborating on promotions to attract prospective members. In addition to advertising in local newspapers and on the Quest website, Michael Wellner is working with CCNY to promote the CCNY/CWE 10% alumni discount as well as the June 6 Open House; Donna Ramer is working with one of NYU's alumni groups; and many members have been encouraging friends/family to visit Quest. The trial membership is free from April 17-July 27, 2023. However, trial members will not be included on either QuestCommunity or QuestBusiness because they are not paying members. They will be required to complete a short form (name, contact info, emergency contact) and given temporary IDs (without photo) on yellow lanyards.

Summer Open House: Membership is working with M&C and the Social Committee to put together the June 6 Open House event.

Nominating & Elections Committee (NEC) Update

Judy reported that the candidate bios are in QNEWS and are also posted on the bulletin board at Quest. Bob Gottfried will resend the bios via email prior to May 8. The forums for candidates running for Council-at-Large seats will be on Monday, May 8 and Wednesday, May 10 in Room 15-17 and via Zoom. The candidate forum for President will be on Tuesday, May 9 in Room 15-17 and via Zoom. Voting will be done electronically on Thursday, May 11 through Saturday, May 13.

The election process will close at midnight on Saturday, May 13. The tally will be done automatically and totals will go to Bob Gottfried. After Judy confirms the election results, they will be emailed to membership.

New Council members will be invited to attend the May 15 meeting as nonvoting participants.

Annual Committee Reports

Karen emailed copies of all reports to Council for discussion. Members read the reports prior to the meeting. Several committees requested Council's assistance to promote their committee's work. Karen will send the reports to Steve Allen to be archived.

General Meeting Update

The General Meeting will be held in-person and via Zoom on April 26, 2023. Wayne will contact the committee chairs to request a summary of their accomplishments.

At the General Meeting, Wayne will provide an update of the spring semester and upcoming year. Peter will present the Treasurer's Report. The lead coordinators of new fall courses will summarize their offerings, while Membership Chair Donna Ramer will discuss recent membership trends. We will also highlight the 2022-23 accomplishments of most of our committees.

Summer Encores Program Update

Wayne reported that members have suggested classes and Arlynn mentioned that there are slots left open for additional classes given this spring.

Institutional Survey

Donna, Karen and Judy met to analyze the data in the institutional survey that was submitted to Council by Bob Reiss and Michael Wellner. A grid was prepared by Donna, Judy and Karen for discussion with Council.

A proposal was made by Arlynn and seconded by Donna that the Institutional Survey and Comparative Analysis be posted on the Quest website. Council approved this unanimously.

Council thanks David Bernard, Ellen Gottfried, Sandy Kessler, Loretta Menger, Frank Montaturo, Bob Reiss, Yona Rogosin, Michael Russo, Pete and Judy Weis and Michael Wellner for providing assistance in gathering the data and Donna, Judy and Karen for preparing the comparative analysis.

Marketing & Communications (M&C) Committee Budget Request

Wayne reported on a spring advertising initiative that M&C is working on. Beth Callendar is requesting a budget of \$4,500 for 2022/2023 to advertise in the West Side Spirit, the East Side Our Town and The Villager. Ads will be placed in these local papers for four consecutive weeks in May preceding the June 6 Open House and the free Summer Session.

For the fall semester, Quest will once again advertise on Google as we did in January. Quest has a Facebook page as well and all members are encouraged to 'follow' Quest on their Facebook accounts.

Since the 2022-23 M&C budget was insufficient to cover our spring advertising campaign, Wayne made a motion and Judy seconded to increase the M&C budget by \$4,500 to fund this additional advertising. Council approved this unanimously.

Spring Luncheon Update

Michael reported that thus far 50 members have signed up for the spring luncheon. We anticipate about 100 members attending and Council will also invite the CCNY/CWE President, Dean and other academic leaders and students to the luncheon.

Treasurer's Report for March 2023

Peter presented the Treasurer's Report. He received the final transfer of \$30,000 and sent CWE a \$11,550 check for Quest tuition.

Peter reported to Council that we had over \$250,000 at First Republic Bank (more than the FDIC insurance limit). On March 22, 2023, Council unanimously voted to pay a penalty of \$2,430 in order to protect our investments. Funds were moved from several of our CDs so that the balance is below \$250,000. These funds were transferred to JP Morgan Chase and invested in a federally insured money market fund.

- **CWE Scholarships**

Last year, Quest gave \$5,000 for student scholarships, \$5,000 for the Cott-Leedom scholarship and \$3,500 for the annual CWE film festival. On March 18, 2023, Wayne made a motion via email to contribute these same amounts for 2023 and Ruth seconded the motion. On March 22, 2023, Council voted unanimously to approve this. It should be noted that the Cott-Leedom scholarship is funded

through Quest's reserve account and is therefore not reflected in our annual budget.

New Business

- **Tuition for 2023 – 2024**

Peter made a motion to keep the annual tuition the same as last year at \$550 and Donna seconded. Council voted unanimously and the tuition will remain at \$550 for the 2023 – 2024 academic year.

Donna will begin to collect money for tuition before the end of the spring semester and will email members. Membership has a new system and checks will be deposited in a timely manner.

- **New Name for Freshman Class Committee**

The Freshman Class Committee would like to change its name to the New Members Committee. Any change would need to be reflected in the bylaws during the next revision. Although Council is supportive of changing the name of the Freshman Class Committee, some Council members were concerned that changing the name to New Members Committee may cause confusion with the Membership Committee (a committee that also deals with New Members). Wayne made a motion to table the motion until our next meeting in order to explore other possible names for the Freshman Class Committee. Judy seconded the motion to table and the motion to table passed unanimously.

- Committee Chairs

Wayne will email each committee chair asking them if they intend to serve again in the upcoming year and, if not, whether they have any recommendations for 2023-2024 chairs of their committee. In his email Wayne will include the section of the bylaws that refers to term limits for committee members. The four committees that have specific term limits are Auditing, Curriculum, Membership and Scheduling.

The Council's next scheduled meeting is Monday, May 15, at 2:45 p.m.

The meeting was adjourned at 4:20 pm.

Respectfully submitted,

Karen Levin

Secretary