

QUEST COUNCIL MINUTES

Tuesday, October 10, 2023

Council Members present: Wayne Cotter, Mary Ann Donnelly, Peter Fleischman, Paul Golomb, Arlynn Greenbaum, Karen Levin (via Zoom) Nan McNamara, Donna Ramer, Larry Shapiro and Judy Winn.

Council Members absent: Ruth Ward (ex-officio) and Ilene Winkler

Council held its monthly meeting at 25 Broadway. The meeting was called to order by President Donna Ramer at 2:45 p.m.

General Administration

Donna distributed a hand-out of the list of participants that attended the Southern Regional Lifelong Learning Conference that she and Karen attended in July.

Raquel Rivera accepted the position of Administrative Assistant and started October 2, 2023. She will be managing the day-to-day requirements of the office as well as special projects. Raquel will work directly with Membership as well as Marketing & Communications to help with outreach programs for prospective members.

Treasurer's Report for the Budget Beginning July 1, 2023 through September 30, 2023

Peter, Quest Treasurer, reported that we turned over tuition checks to CWE in the amount of \$124,575 and received approval for three disbursements of \$32,000 each during the 2023-2024 Academic Year.

The Quest Executive Committee engaged in its annual rent negotiation meeting with CWE and is pleased to report there will be no rent increase for the 2024-2025 Academic Year.

Approximately \$100,000 in CD's matured in September. Cash was moved to JPMorgan. There is one more CD that matures in November 2023 for \$38,000.

Membership Report

Donna reported that we have 246 members as of October 5, 2023 and we have reached 98.8% of our projected income from tuition for the 2023-2024 fiscal year. Quest has 42 new members since the spring semester through mid-October.

Prior to the start of the fall semester, a half-day "Info-Session" was held for prospective new members. This was a huge success and there will be another "Info-Session" held a week before we open in the spring. Membership will review the summer free trial program to determine if we should continue it next year.

The enthusiasm of our new members was evidenced at our most recent new members meeting – 37 new members attended that session – an all-time record!

Donna thanked Madeleine Brecher for implementing the QPAL program for new members. This has been a huge success and many Quest members requested becoming a QPAL.

Membership Survey Results

Council discussed the results of the Quest Trial Membership Survey that was sent to 39 summer trial participants. Maureen Berman and Donna Ramer created the survey; implementation and initial analyses were done by Maureen.

The survey was created to:

- Gain participant feedback on the Spring/Summer 2023 Trial Membership program.
- Explore key factors in decisions about converting Trial Memberships into regular Quest memberships.
- Generate insights that could be helpful in future marketing communications.

Highlights from the study are:

- Quest members join for two main reasons: the opportunity to learn and social interactions.
- Nearly half of Trial Members said the summer classes exceeded their expectations.
- The “opportunity to meet new people” was the second most frequently cited as a reason to join Quest.
- By far, current Quest members were the primary source of information about the Trial Membership program.

Marketing & Communications (M & C) Update

Wayne, committee chair, mentioned that ads were placed in four Straus publications. Ads were also placed in two Brooklyn weekly publications. M & C will work with Membership to discuss the need for additional ads. If we decide to advertise further, they will be published in January.

Curriculum Committee Update

Paul, committee chair, reported that a Curriculum Committee Survey questionnaire will be emailed to all members. The survey will request feedback regarding possible Quest courses to be offered for the fall.

“Banned Books” is a course already on the list. There will be about 34 courses offered in the fall, including three workshops. The deadline for proposing new courses is October 31, 2023.

Quest/CWE Program with CWE Students

Judy is working with CWE to adapt a Quest/Student program.

Nominating and Elections Committee (“NEC”)

Donna informed Council that we need to put together the Nomination and Elections Committee (“NEC”). Wayne confirmed that the bylaws state we need to do this by the February 2024 Council meeting. As Quest President, Donna is responsible for recruiting five members to participate on the NEC (this includes one liaison from Council).

Donna made a motion that Wayne be the Council liaison to the NEC and Larry seconded the motion. Council voted unanimously to approve this.

New Business

- **Two-Week Trial Membership**

Membership agreed to end the two-week trial membership. Prospective members can attend a few classes to decide if they will join Quest.

- **Revised Spring Schedule**

Donna revised the previous schedule (included in the September 10, 2023 minutes) and the final schedule follows at the end of the minutes.

- **Fall General Meeting**

This will be held in person and via Zoom at 25 Broadway on Wednesday, November 29, 2023.

- **Holiday Luncheon**

This will be held Friday, December 15, 2023.

The next scheduled meeting will be held at 25 Broadway, on Monday, November 13, 2023, at 2:45 pm, conference room 7-49.

The meeting was adjourned by Donna Ramer at 4:00 pm.

Respectfully submitted,

Karen Levin

Secretary

SPRING 2024 SCHEDULE

Revised October 24, 2023

Wk#	A or B	Week of	Notes
1	A	Feb 5	
2	B	Feb 12 Lincoln's b'day	Closed Mon only
		Tues-Thurs Feb 13-15	Open (note: 2/14 is Ash Wednesday)
3	A	Feb 19 President's Day	Closed Mon only
		Tues-Thurs, Feb 20-22	Open
4	B	Feb 26	
5	A	Mar 4	
6	B	Mar 11	
7	A	Mar 18	
8	B	Mar 25	
9	A	Apr 1	
10	B	Apr 8	
11	A	Apr 15	
		Apr 22-25	Closed Spring break (note: Passover 4/23-4/30)
12	B	Apr 29	
		Wed, May 1	General Meeting
13	A	May 6	Quest election week
14	B	May 13-16	Last week of classes
		Wed, May 15	Afternoon performance/no Distinguished Guest Lecturer
		Fri, May 17	Year-end luncheon