

QUEST COUNCIL MINUTES

Monday, September 11, 2023

Council Members present: Wayne Cotter, Mary Ann Donnelly, Peter Fleischman, Paul Golomb, Arlynn Greenbaum, Karen Levin, Donna Ramer, Larry Shapiro, Ruth Ward (ex-officio), Ilene Winkler and Judy Winn.

Council Members absent: Nan McNamara

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

Treasurer's Report for the Budget Beginning July 1, 2023 through September 10, 2023

Peter, Quest Treasurer, reported on our budget. He reported that we are preparing to turn over tuition checks and a request for disbursement to CWE. We are also preparing for a discussion regarding our rent negotiation.

Approximately \$100,000 in CD's matured on September 4, 2023. Half of these funds will be transferred to JPMorgan with the remaining funds left in our checking account in order to write the CWE check for tuition.

Membership Report

As of September 15, 2023, we have 219 paying members (plus six founding members). Since the summer, we have 27 new members. The committee will review the summer trial program to determine if we should continue it next year.

Two members returned from a leave of absence and 8 members are currently on a leave of absence.

Marketing & Communications Update

Wayne, Chair of the Marketing & Communications Committee, explained that Quest needed to continue its marketing efforts from last year. In late August and early September, one-quarter page ads were placed in the print editions of four sister publications: *Our Town (East Side)*, *the West Side Spirit*, *Chelsea News*, and *Downtown Our Town*. Ads were also placed in two Brooklyn publications – the *Park Slope Courier* and the *Brooklyn Paper*. Both Brooklyn publications are published in digital and print form.

In addition, our Google search option is maximized for the next couple of weeks so that Quest will appear at or near the top of the list when Internet users search adult education/lifelong learning centers in September.

The Diversity, Equity and Inclusion (DEI) Committee will conduct their own diversity marketing with assistance from the Marketing & Communications Committee as needed.

Technology Equipment Update

Wayne reported that our new technical equipment (provided by CCNY) is in place in each classroom and the auditorium. There are a few glitches that are being worked on including some microphone issues with respect to Room 15-17 and CCNY is reinstalling the hearing loop in Room 15-17.

Curriculum Committee Update

Paul reported that the Curriculum Committee will be meeting soon to discuss potential ideas for new courses. All members, including new members, are encouraged to recommend new ideas for the spring

semester. Paul will contact current coordinators to see if their courses will be repeated in the spring.

Donna spoke to several new members who have ideas for courses and will let Paul know.

Old Business

- **Special Project: Council Motion Reference Document**

Larry created a document that tracks motions approved or defeated by Council and will send to Council for their use, and will update the document after each Council meeting.

- **Southern Regional Conference/Learning in Retirement**

Donna reported she and Karen attended the conference. Information was sent to Council for review. Based on the information provided during the conference sessions and the keynote speakers, Donna and Karen both agreed that Quest was far ahead of many of the lifelong learning organizations in terms of technology and issues regarding hybrid and zoom.

About 200 participants attended but we were not able to get a final list of the attendees. Most of the organizations represented are “OLLIs” (Osher LifeLong Learning Institutions).

Wayne asked a question regarding registration requirements. Quest doesn't have this. Karen responded that most of these organizations do require registration for a particular class. Arlynn asked if we can resurrect our Strategic Planning Committee at some point in the future and include the lifelong learning conference as a topic. Wayne suggested that Karen should be a representative on this committee.

Quest plans to attend the next conference in 2024 and Donna will request that Quest do a presentation, with a topic to be determined.

New Business

- **Quest Spring 2024 Calendar**

Arlynn made a motion to start the spring 2024 schedule on February 5, 2024 and end on May 16, 2024. Judy seconded the motion. There were 9 votes to approve the schedule and one abstention.

Council agreed that Arlynn and Donna will revise the schedule to reflect dates for guest speakers as well as the spring general meeting and get back to Council. The final schedule follows at the end of the minutes.

- **Administrative Assistant**

Donna and Mary Ann are interviewing CWE students for this part-time position. The selection process will be finalized by the end of September.

- **Caring Committee**

Ilene Winkler, Co-Chair of the Caring Committee, received a request from a member to have someone from the committee “cold call” another member who may need help.

Unfortunately, Quest cannot conduct such calls without permission from the actual member. Council agreed that Ilene will send an article to Barbara Gelber for QNEWS to explain what the Caring Committee can and cannot do. A description of the role and responsibility of this committee and all other committees are on the website.

- **Attendance**

A Council member was asked by a member to bring to Council the question about the necessity of attendance records for each class. Wayne explained that keeping track of the number (not names) of members for each class was started pre-COVID and the statistics are helpful, especially to the technology team for assigning courses to specific rooms. Additionally, it's done to better understand hybrid vs. zoom attendance as well as whether or not a room needs to be changed. The Technology Committee looks at different trends to track attendance in-person vs. attendance at home.

A new weekly attendance form was created that will be collected on a weekly basis instead of daily. The clipboard for attendance is kept in each class-room and should be completed by the lead or co-coordinator.

Paul made a motion to continue monitoring the numbers for both hybrid and zoom classes. Ilene seconded the motion.

Council voted unanimously to approve this.

The next scheduled meeting will be held at 25 Broadway, on Tuesday, October 10, 2023, at 2:45 pm.

The meeting was adjourned by Donna Ramer at 4:20 pm.

Respectfully submitted,

Karen Levin

Secretary

The revised spring 2024 schedule is listed below:

Spring 2024 Schedule

- **A Week**
 - Tuesday-Thursday: 7 classes
 - Monday: 6 classes (closed Mon, Feb 19)

- **B Week**
 - Tuesday-Wednesday: 7 classes
 - Mondays: 6 classes (closed Mon, Feb 12)
 - Thursdays: 6 classes (closed for performance & end-of-year party 5/16)

Wk#	A or B	Week of	Notes
1	A	Feb 5	
2	B	Feb 12 Lincoln's birthday	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 Membership Meeting
13	A	May 6	Quest election week (to be confirmed)
14	B	May 13-16	Last week of classes
		Wed, May 15 Thurs, May 16	Creativity Day (tentative) No Classes: Performance & end-of-year luncheon