

QUEST COUNCIL MINUTES

Monday, December 11, 2023

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

Council Members absent: None

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 mentioned that CWE will start doing building renovations over the course of the winter break. The work will continue during part of the spring break which means Quest will hold classes only on Zoom on April 29 and April 30.

Additionally, CWE requested that Quest hold the entire summer session on Zoom. However, after Donna explained the importance of social interaction for members, Davi Saroop agreed that Quest can be on site the first six weeks and so only the last four classes of Summer Encores will be held on Zoom.

Arlynn reported that Summer Encores will have a total of 15 classes during the summer session from June 4, 2024 through July 25, 2024. Classes will be held on Tuesdays and Thursdays at 10:30 a. m. There may be a Creativity Day. Arlynn would like to remind all members to vote for presentations that can be repeated during the Summer Encores program.

The Social Committee will coordinate a lunch for the first day of summer classes.

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

Peter, Quest Treasurer, reported that we received our second distribution of \$32,000 from CWE. We also sent \$7,975 in additional tuition to CWE.

The total of all of our accounts is \$840,000.

Technology Update

Wayne reported about enhancing equipment in Room 15-17 at our last meeting. The improvements will include a new mixer, adding new microphones and a lavalier mic option. Improvements will include rechargeable microphone systems, the ability to make lavalier and handheld microphones interchangeable and the ability to connect a keyboard. The new equipment will be connected to the hearing loop.

The current equipment in Room 15-17 will be donated to CWE.

The original quote was \$9,000. After meeting with Robert Hernandez, the Tech Committee suggested enhancements that would bring the cost to just under \$12,000. Quest and CWE are hopeful this work can be completed by the vendor (Nomad AV Systems) in January. These costs will be paid out of Quest's reserves.

Wayne made a motion and Donna seconded it that the installation of the new equipment in Room 15-17 be approved in accordance with the vendor's proposal and funded via Quest's reserves. Council voted unanimously to approve this.

Marketing & Communications (M & C) Update

Wayne reported that due to increases in membership, our marketing efforts will be scaled back. This decision was made in conjunction with Donna and the Membership Committee. We won't do any advertising in local publications but will continue the google enhancement program. This will be reviewed from semester to semester.

Curriculum Committee Update

Paul reported we are set for courses in the spring. The main focus now will be on the fall 2024 semester. There are five proposed courses – three new courses and two that were on hiatus in the spring 2024 semester, but will be returning. There is room for more courses and we encourage members to propose as many as possible.

New Business

- **Nominations and Elections Committee (NEC)**

Donna explained that the bylaws require that we need a slate of NEC members by February 2024. Wayne will be the Council liaison to NEC. The other appointees will be Paul Adler, Maureen Berman, Leslie Goldman and Howard Salik.

Donna made a motion and Karen seconded it to approve the four appointees. Council voted unanimously to approve this.

- **Committee Playbooks**

Donna would like a playbook prepared for each committee that addresses how the committees operate. As an example, this would be a one-to two-page guide that includes important milestone dates for the committee (e.g., how tuition and special event checks are deposited; Curriculum Catalog production schedule). Each Council liaison should reach out to their committee chairs and work with them to write this. This will be brought up again at our February 2024 meeting with further details.

- **Quest Sponsored Travel Opportunities**

Karen proposed that Council implement a policy that any travel-related information about tours/trips be passed by the Travel Committee before communicating to Quest membership via QuestCommunity or QuestBusiness.

Karen made a motion and Wayne seconded it that all overnight Quest travel must be coordinated with the Travel Committee to avoid confusion and duplication. Council voted unanimously to approve this.

- **Quest Recordings**

Ruth asked Council to revisit our policy on recording Quest presentations.

Wayne suggested a few courses be recorded during the spring semester on a trial basis. We will continue to record the Distinguished Guest Lecture Series.

Wayne made a motion and Arlynn seconded it so that we record a total of eight courses during the spring semester in addition to the Distinguished Guest Lecture Series. Six members of Council voted to approve this motion and there were five abstentions. Wayne will reach out to the lead coordinators of the eight courses and report back to Council with the final list.

- **Holiday Luncheon**

Donna reminded everyone that our holiday lunch will be held Friday, December 15, 2023 and that our winter break will begin Monday, December 18, 2023 through Friday, February 2, 2024. The spring semester will start on February 5, 2024.

The next scheduled meeting will be held at 25 Broadway, on Wednesday, February 7, 2024, at 2:45 pm, room TBD.

The meeting was adjourned by Donna Ramer at 4:15 pm.

Respectfully submitted,

Karen Levin

Secretary