

# QUEST COUNCIL MINUTES

## Wednesday, May 8, 2024

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

**Newly Elected Council Members present:** Karen Cullen, Bob Gottfried (via Zoom), Vince Grosso and Tamara Weinberg were invited to attend but will not have the option to vote on any motion until June.

**Council Members absent:** Paul Golomb

*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 thanked outgoing Council members Wayne Cotter, Arlynn Greenbaum, Karen Levin, Larry Shapiro and Ruth Ward for their years of service to Council. She welcomed newly elected Council members Bob Gottfried as Vice President, Karen Cullen as Secretary, Vince Grosso and Tamara Weinberg as new Members-at-Large effective June 1, 2024. Peter Fleischman was re-elected Treasurer and Judy Winn as Council Member-at-Large.

## **Conflict of Interest (“COI”) Forms for Academic Year June 1, 2024 – May 31, 2025**

Karen spoke about the COI forms required by the bylaws. These need to be completed and signed by new and existing members of Council. She will email the forms to members.

## **Treasurer’s Report for the Budget Beginning July 1, 2023 through April 2024**

Peter, Quest Treasurer, reported that we received all disbursements from CWE that were expected. Our big expenses for the month were the catalog, the anniversary book, a Zoom subscription and year-end luncheon. Quest finances continue to have fully adequate reserves.

Quest will start accepting electronic payments for tuition in May.

Our actual income exceeded our budgeted income for the year, and it looks like we may have spent less than our expense budget, though final numbers are not in yet.

Donna reminded everyone that our fiscal year starts July 1, 2024. She will reach out to all committee chairs regarding their 2024 – 2025 budget, and will work with Peter on the budget to submit for questions/approval at the June 2024 Council meeting.

## **Technology Update**

Wayne reported that a new screen will be installed in the auditorium. This will be reimbursed by the building and it should be shipped the middle of May.

- **Recording of Presentations:**

Currently, Quest records eight classes plus the Distinguished Guest Lecture series.

Donna made a motion and Arlynn seconded it to continue recording approximately the same number of courses plus the Distinguished Guest Lecture series to be recorded. Council voted unanimously to approve this. Wayne will follow up with Council with recommendations about courses to be recorded.

- **Hybrid Courses:**

Wayne said about 60% of courses are hybrid. Council agreed to continue with 60% and he will let Council know which courses will be hybrid. All Summer Encore classes will be hybrid but not recorded.

## **Membership Committee**

Donna reported that we reached our membership cap of 270.

Donna made a motion and Wayne seconded it to maintain our membership fee of \$550. Council voted unanimously to approve this. Bob mentioned that the bylaws allow for Council to increase membership by about 3% once the cap is reached.

There will be a waitlist of people who are interested in signing up for the fall semester. In early September, we will know who is not returning to Quest and expect, as always, that some spots for new members will open up.

An email will be sent to everyone communicating how to renew their membership and a new membership list will be put together.

A free summer membership will be offered and an email will go out to the full membership to let them know in case they know anyone who is interested. Summer registration will only be open during the first week of Summer Encores. Quest will not sign up any new members over the summer.

The subscriber list is the second group that is eligible to sign up for free for our Summer Encores Program.

### **Spring 2024 Annual Committee Reports**

Karen mentioned that one of the roles of the Secretary is to request an Annual Committee Report each year. Council is encouraged to read these reports to understand what each committee does and also to help the Council liaison understand the committee. Karen will send the consolidated version of the Annual Committee Reports to new members.

Donna asked each committee chair to put together a Committee Playbook. This illustrates how each committee is run, its' responsibilities and specific deadlines that need to be met. Donna will send the Playbooks to Council.

## **Approval of the Committee Chairs for 2024 – 2025 (See page 8 at the end of the minutes)**

Donna contacted each committee chair and they have agreed to the position. Any changes required by term limits outlined under the bylaws have been made.

Subsequent to the Council meeting, Donna emailed a motion and Judy seconded it for Council members to approve the committee chairs effective June 1, 2024.

Council approved this unanimously.

## **New Business**

- **Parliamentary Guidelines**

Wayne distributed the May 2024 version of parliamentary rules to current and new members of Council. These are designed to provide some basic rules for conducting business at Quest Council meetings. They will not be part of the bylaws and can be changed at any time by Council.

The Parliamentary Guidelines were first discussed and approved in the May 2022 minutes as well as the May 2023 minutes.

Donna recommended that everyone review these rules. If there are any comments or changes, please send to Donna, Wayne and Bob who is the new Vice President (he will also replace Wayne as parliamentarian).

- Eva Shatkin QReview Day

Eva Shatkin left a bequest of \$3,000 to Quest. Donna spoke to Eva's daughter and discussed using this money specifically for QReview since Eva was directly involved with the publication. Ruth proposed that the money left by Eva be used for a new activity whereby QReview participants have a "meet and greet" so members can meet the editors, associate editors and contributors to QReview to better understand what they do regarding the production of QReview.

Ruth will work with the Social Committee to organize a reception and bring copies of QReview. This will be held after the General Meeting. Members can read poems, prose or show their artwork. Ruth discussed this with Mary Ann and this event will not conflict with Creativity Day.

Donna mentioned that Quest will be receiving the balance of Stu Eisler's bequest within the next few months.

- Activity Conflict Policy Review

The motion that was put into effect in April was discussed by Council.

This motion has led to confusion and concern on the part of some members and committee chairs. As a result, Council considered revising the motion and determined that Donna and Ilene work on a motion for Council to review, discuss and vote on at the June meeting. Once a final motion is approved, it will be distributed to membership.

- **Quest Bylaws and Term Limits**

Wayne and Judy wrote requested guidance from Council regarding proposed language regarding term limits for all members on Council. After reviewing this, several suggestions were offered by Council members. Wayne will work with Judy and Peter to update the language, and discuss with the upcoming bylaws committee.

The next scheduled meeting will be held at 25 Broadway, on Tuesday, June 11, 2024, at 12:45 pm.

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

Respectfully submitted,

Karen Levin

Secretary

**QUEST COMMITTEE CHAIRS  
2024-2025**

<b>Standing Committees</b>	<b>Chair(s)</b>
Auditing	Steve Allen
Caring	Ilene Winkler & Gail Spitalnik
CultureQuest	Madeleine Brecher
Curriculum	Paul Golomb
Diversity, Equity & Inclusion	Nan McNamara
Emergency Response	Paul Adler & Michael Wellner
Marketing & Communications	Maureen Berman
Membership	Wayne Cotter
New Members	Susan Keohane & Renee Woloshin
<i>QNews</i>	Barbara Gelber
<i>QReview</i>	Ruth Ward
Scheduling	Bob Gottfried
Social	Gale Spitalnik
Special Events	Michael Wellner
Technology	Wayne Cotter Bob Reiss, Michael Wellner
Travel	Karen Levin & Michael Wellner
CWE/Quest Administration	Donna Ramer, Pres Bob Gottfried, VP Peter Fleischman, Treas Karen Cullen, Secy
Nominating & Elections	TBD
<b>Ad-Hoc Committees</b>	
Hearing Issues	Vivian Oliver
Quest-CWE Scholarships	Michael Wellner & Elaine Martin