

Quest Council Meeting

June 1, 2010

The council meeting was called to order at 12:30 by President Marc Deitch. Council members present were Steve Allen, Joan Briller, Marian Friedmann, Helen McMahon, Marilyn Rosen, Jim Slabe, and Davi Saroop, CWE representative. Beverly Farcas and Alessandra Benedicty, Liaison of CWE Dean to Quest were absent.

President Deitch introduced the new and returning council members and noted meetings will be held once a month for about one hour. Additional meetings may be scheduled as needed. A draft of the meeting minutes will be emailed to council members for review and approved at the next meeting.

Marc urged all to visit the web site frequently to improve our search placement and to be attentive to emails.

Minutes of the May 3, 2010 were approved.

Treasurer Jim Slabe made his report.

The membership committee reported 2 prospects visiting today. The Marymount program has closed and they may have interest in Quest. We currently have 185 members and see a capacity of 200-225. President Deitch will pursue conversations with the Dean and the new president of CUNY vis- a- vis Quest and Marymount. More information is needed. Questions such as how many members can be accommodated, and is another room as large as the auditorium available need to be answered. Other topics regarding expansion are added courses and use of the double room for popular courses. There are no current plans for a membership drive.

It was noted that Book Talks, a CWE program will take place in October and Quest members are invited to attend. More information will be on the web site. Quest and CWE will jointly pursue grants for senior organizations.

The purchase of book stands for courses such as History of the Theater and Great Plays was discussed. Cost and storage questions remain. Roy Clary and Myra Nissen will be consulted and asked to make the case.

There was a brief discussion regarding the purchase of new lap tops computers, 1 or 2 Mac's and added PC's. There are problems with exiting computers. We can draw on CWE funds for the purchases. The AV committee would be responsible for management and training.

The ad hoc By-Laws committee will present revisions to council first and then to the membership for a vote at the December 1, 2010 meeting.

Steve Allen reported on a proposed QUEST blog and possible use of "Blackboard". Both are great communication tools and would enhance our programs. CUNY uses blackboard and we might be able to access their program. Robert, our IT support person will be consulted. It was also suggested by Marc Deitch that Quest members have CUNY emails. He will investigate.

The idea of a "Lunch and Learn" program was presented. Discussion on a variety of topics such as current events might be held during the lunch hour for 40 + members. They could be accommodated in room 27 if there is interest.

Marc reviewed council member assignments for 2010-2011. The management of the office is a high priority. The phone is the "face of Quest" and improved handling of the phone and computer is essential.

Committee chairs will be invited to the next council meeting.

The next meeting will be July 13, 2010. The meeting was adjourned at 2:25 p.m.

Marc Deitch, President

Marian Friedmann, Secretary

QUEST COUNCIL MEETING

JULY 13, 2010

The council meeting was called to order at 12:30 PM by President Marc Deitch. In attendance were council members, Joan Briller, Marian Friedmann, Helen McMahon and Jim Slabe. Council members Steve Allen, Marilyn Rosen, Beverly Francus, CWE representative Davi Saroop and Alessandra Benedicty, Liaison of CWE Dean to Quest were absent.

Lila Heilbrunn gave a report for the Emergency Response Team on the status of the EAP, Emergency Action Plan and the recently held evacuation drill. The drill did not go as well as expected due to some communication problems and coordination problems with the elevator. It was pointed out that this highlighted what improvements are needed, the need for new phones, linkage with the CWE building system and the need to have a frequency assigned to us. The building engineer will be consulted. Quest member Doreen DeMartini is part of the team. She has more than 30 years of experience as a NYC Board of Education Fire Warden.

Marc pointed out that the Quest membership will be capped at 185 members. The membership renewal process is in progress with August 2 as the payment deadline. The admission committee will be following up with members who do not respond, yes or no, and work with the wait list of interested applicants to fill available spaces.

Steve Allen and the Tech/AV Committee will be handling the purchase of our own Laptop computers and software. An Apple Mac will also be ordered.

“Next week at Quest” is now in its’ third year. It will be upgraded and possibly migrated to the Quest web site to help increase the number of “hits” for movement up in search engines. The programs will run in parallel to start to monitor and ease the change.

Jim Slabe gave the treasurers report. The purchase of music stands is still under review with consideration of costs and storage issues.

Beverly Francus gave the membership report. In addition to the paid list for 2010 /2011, there is a wait list, a leave of absence list and a not planning to enroll list. Howard will work with the committee on the best way to communicate with members who have not returned their form.

The new CWE/Quest contract is in process. There continues to be an excellent relationship between the entities. We will have the auditorium for all but three days in the fall. The use of the double room, if needed, will be discussed with Davi Saroop. Our regular classrooms have capacities set by building codes, so our first come first seated policy remains. The spring dates for the auditorium are to be finalized. There will be a meeting with Bob Hartmann and the curriculum committee to review use of rooms.

No council meeting is planned for August. The next council meeting will be Monday, September 13, 2010 at 12:00 noon. An email notice will be sent to all members.

The meeting was adjourned at 2PM

Marc Deitch

Marian Friedmann

QUEST COUNCIL MEETING

SEPTEMBER 13, 2010

The meeting was called to order at 12:15 PM by President Marc Deitch. In attendance were Council members, Steven Allen, Joan Briller, Beverly Francus, Marian Friedmann, Helen McMahon, Marilyn Rosen and Jim Slabe. Alessandra Benedicty, Liaison of CWE Dean to Quest was present. Davi Saroop CWE representative was absent.

The minutes of the July 13, 2010 meeting were accepted as presented.

Jim Slade made the treasurers report. 184 memberships are paid in full for 2010-2011. One additional payment is expected in the immediate future to complete the registrations.

Joan Briller reported 185 members with no waiting list at this time. Our doors are currently closed to new members. 3 prospects are coming to visit. They may be placed on the wait list for future enrollment.

Howard Salik and Alessandra Benedicty will continue to work on IT issues. The auditorium systems are working well, but there are problems with equipment in the classrooms. The IT committee will pursue the issue and work to resolve the situation.

Steve Allen reported on the status of the purchase of new computers for Quest. Purchase orders are in place for the equipment they will be for our exclusive use.

There was a brief discussion regarding the purchase and use of Scrabble Games in the lunchroom during the lunch break. The council showed no interest at this time and noted it was not consistent with the purpose of the lunchroom.

Alessandra Benedicty reported there is some progress on the Quest website. She noted the large classroom would be available for Quest use; however it would be on a need and available basis.

The functioning of the office will be reviewed. Marian Friedmann, Steve Allen and Jim Slabe will form a subcommittee to address office needs and list office tasks to be performed and recommend who will perform them.

Loud conversation and noise in the hallway has become a problem. We are asked to encourage quiet.

A question of how to handle computer lab use fees was raised. We will seek a resolution.

The meeting was adjourned at 1PM. The next meeting will be Monday, November 4 at noon.

Marc Deitch

Marian Friedmann

QUEST COUNCIL MEETING

October 13, 2010

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, Steven Allen, Joan Briller, Beverly Francus, Marian Friedmann, Helen McMahon, Marilyn Rosen and Jim Slabe. Alessandra Benedicty, Liaison of CWE Dean to Quest was present. Davi Saroop CWE representative was absent.

The minutes of the September 13, 2010 meeting were accepted as presented.

Jim Slabe made the treasurers report. 186 memberships are paid in full for 2010-2011.

Joan Briller reported 186 members with 4 on the wait list at this time. We are currently closed to new members. Prospects continue to inquire and visit with the possibility of future membership.

Alessandra Benedicty reported on her meeting with the Dean and Vice President for Communication. The Quest and CWE web site upload is moving forward. More information on the timetable will be forthcoming.

Marc noted the Quest policy prohibiting the use of the membership email and mailing list for any purpose other than Quest business. All members will be notified of the policy.

Participation in the Senior Fair will be discontinued as there has been no new member yield from the event.

Beverly asked that there be better information regarding room assignment changes. It was noted that changes are posted on our board and members should check the board regularly.

CUNY is has undertaken a wide study of room utilization in preparation for program expansion. We expect to continue with our current room assignments.

Steve Allen made the AV committee report. The use of the intelligent lecterns eliminates the need for PC's in presentations. The computer training will have several components, basic computer skills, Power Point basic, for members with no knowledge of the program, and an advanced Power Point. Quest will be able to use rooms for training until 4pm in most cases.

The AV/Tech committee recommends no fees be charged for the instruction as it is all working to make Quest programs better and it will benefit all members.

The Quick Book program will be used for roster maintenance, mailings and other communication. Marian will transcribe all data from the current roster onto Quick Books.

Eneida Cruz will be provided with a data and information collection form to better handle inquires. Marian will work on the preparation of the form.

The meeting was adjourned at 12:45. The next meeting will be November 1, 2010 @ noon.

Respectively submitted,

Marc Deitch

Marian Friedmann

QUEST COUNCIL MEETING

November 1, 2010

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, Steven Allen, Joan Briller, Beverly Francus, Marian Friedmann, Helen McMahon, Marilyn Rosen, Jim Slabe and Davi Saroop CWE representative. Alessandra Benedicty, Liaison of CWE. Dean to Quest was absent.

The minutes of the October 13, 2010 meeting were presented and accepted with corrections.

Jim Slabe presented the treasurers report. He has completed a financial review and filed Federal and State Quest tax returns for the 2009 tax year.

Beverly Francus reported that we have 190 members including one new member as of 11/1/2010. New members may be considered if the membership committee strongly recommends them as the Dean has requested limits on Quest membership.

Constant Contact which we use to distribute This Week at Quest, as well as mass mailings will be managed by Steve Allen. Marian Friedmann will update membership information in QuickBooks.

Steven Allen reported progress on the new web site and will be attending a meeting with the Website Committee today at 1:30PM concerning the launch of the site. New podiums are scheduled to be installed in the classrooms on or about November 12. They will feature single screen controls and will be a great enhancement for member's presentations.

Computer training courses will begin Monday, November 8 and Wednesday, November 10 from 2:30 to 4Pm in the auditorium. Eric Brodheim will cover basic file and back up information. These sessions will be followed by Internet, Google, UTube, Wikipedia, creations of documents and other topics as needed. This phase will begin November 15th in the Auditorium on Mondays and Wednesdays from 2:30 to 4Pm. Basic Power Point classes will also be offered.

An email will go out to all members asking for help with the website including "Next Week at Quest".

Eneida will continue phone coverage and general assistance to Quest members. Marian will review her phone techniques and review her duties.

Helen McMahon made the Curriculum Committee report. The Spring 2011 Catalogue is on schedule with some new courses and two, The C.I.A. and Salinger cancelled. Fall 2011 is also on schedule. New courses must be presented for review by May 2011.

Marc Deitch reported that the Bylaws Ad Hoc Subcommittee recommended minor changes to the revised By Laws from last year and will be mailing these changes next week for approval by the membership. There is an inconsistency between Articles VII and VIII, which concern themselves only with the number of members that are required to constitute a quorum when attending a general membership meeting, and when voting on proposals that may be offered to the membership. Beverly Francus asked for a copy of the proposed changes. Marc will supply same to her. There were no other comments by council members regarding the proposed bylaw changes.

A Town Meeting and End of Year party will take place on Wednesday afternoon, December 8th as it is a "B" week. The meeting was adjourned @ 1PM. The next meeting will be Monday, December 7th @ noon.

Respectfully submitted

Marc Deitch

Marian Friedmann

**MINUTES FOR
QUEST COUNCIL MEETING
DECEMBER 6, 2010**

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, Steven Allen, Beverly Francus, Marian Friedmann, Helen McMahon, Marilyn Rosen, and Jim Slabe. [REDACTED], Davi Saroop CWE representative and Alessandra Benedicty, Liaison of CWE Dean to Quest were absent.

The minutes of the November 1, 2010 meeting were presented and accepted.

Beverly Francus noted that Article V111 of the Quest By-Laws requires a discussion and vote by the council on any changes to the bylaws prior to presentation to the membership. The oversight was addressed. A discussion and affirmative vote by council followed. Membership votes, resulting from a recent mailing to all members on the proposed bylaw changes will be reported at the general meeting to follow the council meeting today December 6, 2010. The bylaws committee will meet in the spring and bring any new proposals to the council for review before polling membership.

Jim Slabe made the treasurers report. We are purchasing one new laptop PC and one new Mac book. All bills are paid and reimbursement materials have been submitted to CUNY.

In an email from Howard he reports that our membership is now at 192 and can go to 195. The committee is looking for applicant's who will take an active role, participate fully and possibly coordinate and or present courses. President Deitch noted the outstanding job the membership committee is doing and with thanks from all

Helen McMahon reported the arrival of the spring 2011 course offering book. It will be distributed to the membership this afternoon prior to the Holiday Party. There are two new offerings for spring, The Medieval World and Computers for everyone. The catalogue for spring is also on the website for easy reference. Fall 2011 and spring 2012 course plans are underway with 14 possible new course offerings still under consideration and 6 ready to go. A very exciting upcoming year is anticipated.

Steven Allen reported on the web site progress. It continues in its development and is an excellent marketing tool. The introduction of a Quest blog is under review. Changes to email address will be sent to Steve so notices to members and "This Week at Quest" will be accurate and timely.

President Deitch reminded the council members of the Deans Holiday Party urging members to attend. The Dean is very supportive of Quest programming.

The meeting was adjourned at 12:45.

The next meeting will be February 14, 2011 at noon.

Respectively submitted,

Marian Friedmann, Secretary

Marc Deitch, President

MINUTES FOR
QUEST COUNCIL MEETING
FEBRUARY 14, 2011

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, Steven Allen, Joan Briller, Beverly Francus, Marian Friedmann, Marilyn Rosen, and Jim Slabe, and Alessandra Benedicty, Liaison of CWE Dean to Quest. Council member Helen McMahon and Davi Saroop CWE representative were absent.

The minutes of the December 6, 2010 meeting were presented, corrected and accepted.

It was requested that minutes be sent to absent members and that members receive a copy of the minutes of the previous meeting for review before the meeting.

It was reported that the active membership is now 189 with the possibility of up to 11 additional slots for this term. Space for other new members cannot be determined until membership renewal is completed in summer for fall 2011 and openings are known.

Marc announced that the acting Dean for CWE is Andrea Weiss.

Jim Slabe made the Treasurers' report indicating that we are current and up to date and operating within our budget. He explained the difference between Quest funds and CWE funds noting that we need to watch expenses to prepare for possible increased costs in 2011-2012.

Steven Allen reviewed the current status of our new web site and thanked Alessandra Benedicty for her help. The council agreed to have a member's only section of the web site where member pictures, the roster and the bylaws would be made available with passwords required. Carolyn Thompson and Steven Allen will keep the website up to date.

The curriculum committee reported that there were 75 proposals and responses to the survey distributed at the Town Meeting in December. They are working through all of the proposals for next year. The importance of having coordinators talking to new people to get them involved in presentations was stressed.

Marc expressed his concern regarding the morning and lunch coffee duties of Elaine and Lowell Berman. They continue to shoulder all of the work and unless others come forward and volunteer to help, coffee service will have to be discontinued.

Steven Allen reminded us that there are 3 ways to get Quest information: email, website and bulletin board thus covering all members' needs. Carolyn or Steven should be notified of any problems.

An additional member is needed on the bylaws committee as is a replacement for Howard Salik while he is recuperating. Beverly Francus will serve in this capacity.

The proposed Lower Manhattan Cultural Council Trip has been scheduled. The date will be announced. Alessandra and Marc will work on the project.

Marian Friedmann and Beverly Francus were asked by the president to put a ballot together with six (6) names so that council members can vote and select four (4) before March 1. They will serve on the nominating committee. Two positions are up for election: President and one council slot.

The president requested the bylaws committee reconvene and consider a proposal to make the past president ex officio with no vote on council as well as increasing the members on council from 8 to 11.

The next meeting will be Monday, March 8 at noon. Future meetings will be April 4, May 2, June 6, September 13, October 3 November 7 and December 5. The meeting adjourned at 12:45.

Respectively submitted,

Marian Friedmann, Secretary

Marc Deitch, President

**MINUTES FOR
QUEST COUNCIL MEETING**

MARCH 7, 2011

The meeting was called to order at 12:00 Noon by Vice President Beverly Francus. In attendance were Council members, Steven Allen, Joan Briller, Marian Friedmann, Jim Slabe, and Helen McMahon. Alessandra Benedicty, Liaison of CWE Dean to Quest, Davi Saroop CWE representative, Marilyn Rosen and Marc Deitch were absent.

The minutes of the February 14, 2011 meeting were presented and accepted.

It was requested that minutes be sent to absent members and that members receive a copy of the minutes of the previous meeting for review before the meeting.

Jim Slade made the Treasures' report indicating that we are current and up to date and operating within our budget. He explained the difference between Quest funds and CWE funds noting again that we need to watch expenses to prepare for possible increased costs in 2011-2012. There was no change from the previous month.

The membership committee reported that the active membership is now 191 with a cap of 200 members.

Motion made for Betty Farber to be chairperson of the nominating committee. The motion carried. The 5 member committee, Betty Farber, Ralph Shapiro, Pam Gemelli, John Hood and Beverly Francus, council representative will meet on March 13 and in accordance with Quest bylaws announce nominees to the membership and inform members who want to run of the procedure.

A proposal was presented to create substitute coverage for Quest when Marc cannot be in attendance. The backup schedule for Marc is Monday, Joan Briller, Tuesday, Helen McMahon, Wednesday Steven Allen, Thursday morning, Marian Friedmann and Thursday afternoon, Marilyn Rosen.

Joan Briller announced that she would not be seeking another term on Council. She expressed her feeling that the Council increase membership to 11 as membership may reach 200 and the increase would better represent the Quest members.

It was noted that membership rosters are available to all who request one. Eneida will provide hard copy and the roster will soon be available on line by password to members only.

Lila Heilbrunn has asked to attend the next council meeting to discuss handling of health emergencies at Quest.

Coffee service for morning and lunch will continue under the supervision of the Berman's as several members have come forward to assist them.

Steven Allen noted that Quest news and announcements would appear on the web page. The privacy side of the web is a bit delayed. The Quest blog will be launched when testing is complete. It will be password protected and will start with testing photos, the bylaws and the roster.

The next meeting will be April 4 at noon. The meeting adjourned at 12:45.

Respectively submitted,

Marian Friedmann, Secretary

Marc Deitch, President

**MINUTES FOR
QUEST COUNCIL MEETING**

April 4, 2011

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, , Joan Briller, Beverly Francus, , Marilyn Rosen, Helen McMahon and Jim Slabe, and Alessandra Benedicty, Liaison of CWE Dean to Quest. and Davi Saroop CWE representative and Marian Friedmann were absent.

The minutes of the March 7, 2011 meeting were presented and accepted.

It was reported that the active membership is now 193 with the possibility of up to 7 additional slots for this term. Space for more new members cannot be determined until membership renewal is completed in summer for fall 2011 and openings are known.

Jim Slabe made the Treasurers' report indicating that we are current and up to date and operating within our budget. He explained the difference between Quest funds and CWE funds noting that we need to watch expenses to prepare for possible increased costs in 2011-2012.

The curriculum committee has finalized the courses for the fall and the catalogue will be ready during the first week of May in time for the Town Hall Meeting May 4th.

We still to have concern regarding the morning and lunch coffee duties of Elaine and Lowell Berman. They continue to shoulder all of the work and unless others come forward and volunteer to help, coffee service will be discontinued.

The Lower Manhattan Cultural Council Trip to Governor's Island has been scheduled for April 13, 2011

The nominating committee is chaired by Betty Farber and is proceeding as per the By Laws. A timetable will be emailed to the membership.

The next meeting will be Monday, May 2 at noon. Future meetings will be, June 7, September 13, October 3 November 7 and December 5. The meeting adjourned at 12:45.

Respectively submitted,

Marian Friedmann, Secretary

Marc Deitch, President

Minutes for
Quest Council Meeting
May 2, 2011

The meeting was called to order at 12:00 Noon by President Marc Deitch. In attendance were Council members, Steven Allen, Joan Briller, Beverly Francus, Marian Friedmann, Marilyn Rosen, Jim Slabe, Helen McMahon and Alessandra Benedicty, Liaison of CWE Dean to Quest. Davi Saroop CWE representative was absent.

The minutes of the April 4 meeting were presented and accepted with corrections.

Jim Slade made the Treasurers report indicating that we are current, up to date and operating within our budget. There was no change from the previous month. We are in excellent shape and all bills are paid. All that is outstanding is the printing bill for the fall catalogue and that is covered in full.

We currently have 197 members as Irene Harvey has been moved from leave of absence to membership. Any concern about possible overflow without enough space for members has not materialized. In addition to the auditorium, all our rooms are excellent and comfortable for up to 40 members. What the eventual size of Quest will be is a question for the future. This summer the subject of increasing membership will be explored with Dean Mercado and will most likely consider a gradual increase of 10 or 20 members. How many members return and how many spaces will be available after renewal payments this summer may determine the membership limit.

The trip to Governors Island was very successful. Thirty-eight (38) people enjoyed the day despite the rainy weather. Alessandra Benedicty will work with us to seek out more such opportunities.

The updated by laws will be presented to Council on June 7 for a vote. If accepted they will be distributed to the membership for a vote in the Fall

Steven Allen reported on the recent launch of the Quest Blog. It is starting to be used. He emphasized the difference between the public and private portion of the web site. Access to the blog will be to members only with a password. Information on how to access the blog will be distributed with the fall schedule at the town hall meeting.

Marc and Beverly expressed concern regarding classroom etiquette. Members arriving late and leaving early is disturbing and the use of cell phones and “smart phones” present distractions. The use of the Quest email list and roster for any use other than Quest matters is not allowed. We hope to have a set of “house rules” in place for the fall.

New member photos will be taken on June 21. To date there are not sufficient volunteers to assist with morning and lunch coffee service. It will be discontinued for the fall if no other members come forward to help.

The end of year luncheon will be Friday May 20th at the Battery Garden Restaurant. All members have been sent invitations with a reply requested for selection of desired menu.

Meeting adjourned at 12:55. The next meeting will be Tuesday, June 7 at noon. The July meeting will be Tuesday, July 12. No meeting is scheduled for August.

Respectively submitted,

Marian Friedmann, secretary