

**MINUTES OF THE QUEST COUNCIL and the
BYLAWS REVISIONS COMMITTEE**

Monday, February 22, 2021

Council Members present: David Bernard, Stephanie Butler, Wayne Cotter, Bob Gottfried, Arlynn Greenbaum, Karen Levin, Frieda Lipp, Penelope Pi-Sunyer, Ruth Ward and Michael Wellner.

Members absent: Pam Gemelli

Bylaws Revisions Committee Members present: Steve Allen, Wayne Cotter, Marian Friedmann, Leslie Goldman, Bob Gottfried and Michael Wellner.

Members absent: Carolyn McGuire

Due to the Covid-19 pandemic shutdown, this monthly meeting was held via Zoom call. The meeting was called to order by Quest President Bob Gottfried at 4:00 pm.

A joint meeting was held by Council and the members of the Bylaws Revisions Committee to review the recommendations suggested to amend the bylaws.

The first part of the meeting was led by Steve Allen, Chair of the Bylaws Revisions Committee, who asked Council members if they had any questions or comments regarding the recommendations.

Programs and Activities (Article II)

David Bernard asked about the language regarding workshops. Steve explained that a caveat was restated to include those words highlighted in bold: “All class sessions shall be open to all Quest members, **except those workshops that need to place a limit on the number of members they can accommodate.**” As of now, the only class that has a limit is the Acting Workshop.

Membership (Article IV)

A. David asked about an age requirement to join Quest. This isn't currently addressed in the bylaws. Steve mentioned that Quest doesn't have an age requirement but looks for people not fully occupied by work to participate. Since some people work part-time, Quest decided there should not be a requirement for people to be fully retired.

B. David suggested adding the words “**at least two members of the Membership Committee**” to this paragraph. Steve explained that this language was redundant since this is already specified in the Membership Committee section in Standing Committees. Council agreed and it was decided to leave it as is.

C. David recommended adding the word “ethnicity” to the following sentence: Quest does not discriminate on the basis of race, **ethnicity**, color, disability, age, religion or sexual orientation. Council agreed and Steve updated the bylaws.

D. Penelope Pi-Sunyer recommended changing the wording in the second sentence from “teaching or coordinating one or more

courses” to **presenting in and coordinating** one or more courses. Council agreed and Steve updated the bylaws.

Governance (Article V)

A. (1) Penelope recommended adding the word “Quest” to the last sentence: In the event there are no candidates who meet this requirement, any **Quest** member with at least two years’ membership may run for the position of President. Council agreed and Steve updated the by-laws.

(3) Penelope asked why the following sentence was deleted: “The President shall schedule a special meeting upon the request of three Council members who shall propose an agenda and time for said meeting.” Steve explained that if a special meeting was ever needed, an electronic communication can be sent to the President and members of the Council can freely communicate with one another by electronic means.

B. (7) David recommended changing the following sentence by adding the wording in bold: “If the issue still cannot be resolved, the member should submit the issue in writing **to the President** to have it discussed at the next Council meeting (or sooner if appropriate).” Council agreed and Steve updated the bylaws.

C. (1) (g) David recommended that we add the following wording in bold to the sentence: “There shall be five members of that committee consisting of the **“four Quest**

officers and the chair of the Membership Committee.” Council agreed and Steve updated the bylaws.

Governance (Article V)

D. (3) Treasurer - Stephanie Butler asked if Quest can maintain both the fiscal year and academic year ending on September 1. Steve explained that Quest’s fiscal year should correspond to CCNY’s fiscal year which ends on June 30. Quest receives reports from CCNY and if the fiscal year changes, there may be accounting problems. The academic year ends May 31 because Quest would like the new Council members and officers to act as quickly as possible.

Stephanie requested we add a new responsibility to the Treasurer’s role. She would like the bylaws to reflect the review of insurance policies. Council agreed and Steve added a new subparagraph (f) to read: **“Be responsible for managing Quest insurance policies.”**

Stephanie asked who was responsible for updating Quest’s Electronic Archives to reflect the monthly Treasurer’s Report and the semi-annual Treasurer’s Report. The monthly Treasurer’s Report is included in the minutes and then placed into the archives by the webmaster. Council agreed that the semi-annual Treasurer’s Report should be transmitted to the webmaster for placement into the archives.

Governance (Article V)

C. (4) (d) Secretary - Karen Levin asked about storing the Annual Committee Reports in the Electronic Archives. Steve confirmed these reports are already in the Electronic Archives. Council agreed that the Secretary is responsible for continuing this process.

(e) Karen asked about updating annually the historical record of all committee chairs and members of specific committees. Steve has put together a record that covers the past 10 years. Council agreed that the Secretary is responsible for continuing this process. Steve will forward the prior information to Karen.

Governance (Article V)

D. (1) Standing Committees

Penelope asked why Quest is locked in to having 18 standing committees. Steve explained that each time the bylaws are reviewed (at least every 3 years), Council can add or delete ad hoc committees but standing committees must be done through the bylaws. Penelope asked if committees can have a Council member as a member or just as a liaison. There is no prohibition on having a Council member as a committee member. Council liaisons to committees are not expected to attend committee meetings. The liaison communicates with the chair of the committee.

(1) (b) Curriculum Committee – Penelope raised an issue as to how Quest gets suggestions for the summer presentations and should a specific process be required.

Should Quest gather opinions from members and then have the bylaws reflect our process? Leslie Goldman suggested that the summer session should reflect the input of the members and offer the widest array of courses. Council agreed to discuss this later in this meeting.

(1) (e) Liaison Committee – There was discussion about the name of this committee. Council agreed to discuss this later in this meeting.

(1) (n) Travel Committee – Stephanie recommended we change the wording in the last sentence to read: “Most of these trips should **take place** during the periods when there are no classes scheduled.” Council agreed and Steve updated the language.

(1) (p) Diversity Committee – Penelope recommended we delete the word “different” in the paragraph so that it reads as follows: “Diversity Committee, which devises and recommends together with the Membership Committee and Marketing Committee, methods of attracting applicants with backgrounds and ethnicities **more varied than** those of the current Quest membership.” Council agreed and Steve updated the language.

Membership Resolutions (Article IX)

David asked about implementing a percentage above 40% to respond to the voting. Since we now have electronic responses, he suggested we have 51%. The current bylaws

require at least 30% of the members vote. Steve explained the rationale for using 40%. We actually have a smaller number of members voting and limited time during in-person meetings. Council agreed to keeping the 40% requirement.

Frieda Lipp asked if a decision was made to have only electronic voting used when voting for candidates as well as resolutions and to exclude paper voting. The electronic voting applies to both candidates and resolutions. This item will be discussed further by Council later in this meeting.

Steve proposed that we incorporate the language below regarding how to amend the bylaws. This was agreed by the Council.

Amendment of Bylaws (Article XIII)

- (A) These bylaws can only be changed by a vote from Quest membership on proposed amendments. An amendment is considered “proposed” if it has been either (1) approved by a majority vote of the Council or (2) is in the form of a petition signed by no less than 20% of the then-current Quest members and delivered to the President. Any proposed amendments can only be adopted by an electronic vote of no less than 40% of the total Quest members voting, with two-thirds of those voting in favor of the amendments. The notice and public meeting provisions of Article IX shall also apply to this Article.

There was a discussion of whether or not the museum tours should be listed on the Quest website and also on the NWAQ schedule. Additionally, the Book Club, Creativity Day, Noontime Knowledge and PowerPoint classes were mentioned. This will be discussed later in this Council meeting.

Everyone agreed the Bylaws Revisions Committee did an excellent job and our meeting was extremely productive.

The first part of the meeting with the Bylaws Revisions Committee was adjourned by Bob Gottfried at 5:15 pm.

Quest Council met to discuss the following open items from our meeting with the Bylaws Revisions Committee.

Secret Ballot for Council Elections

Frieda Lipp would like to have the option to vote in person as well as electronically for council elections. This led to a discussion as to whether or not Quest members are required to have a computer or smartphone. Wayne confirmed this is currently a requirement and, if you don't have an email address, you cannot be a member of Quest. It was suggested that in an exceptional or emergency circumstance, a member can contact the President to explain that they don't have access to their computer on a temporary basis. The NEC will allow three days for voting so this should give everyone enough time to vote.

Council agreed that we will continue to have electronic voting.

New Name for Liaison Committee (Article V. D. e.)

A new name was suggested to differentiate between this committee and the liaisons that are part of each Quest committee. The new name will be the CWE/Quest Administrative Committee.

Council unanimously agreed to this change.

Curriculum Committee - Summer Session (Article V. D. b.)

The bylaws will reflect language that says the duties of the Curriculum Committee with respect to the summer session are to:

- Seek input from membership
- Choose from the widest array of courses
- Ensure no more than two encore presentations from each course

Council unanimously agreed to this.

The summer session features classes first offered from the prior fall and spring (e.g., for this year it would include April 2020 thru March 2021). All summer classes will be live on zoom. Summer presenters are being asked to consider updating and revising their presentations because recordings of their original presentations are available on the private page of the website.

Curriculum Committee

A question was raised as to how to communicate Quest sessions that are not considered “courses” to the membership. Examples

include the Book Club, Creativity Day, Museum Tours, Noontime Knowledge and PowerPoint. Should they be listed in NWAQ and also on the Quest website? Does this need to be included in the bylaws?

Museum tours are currently on the website as well as the NWAQ schedule.

With respect to the other items, Council decided we can work this out informally with the Curriculum Committee and the Scheduling Committee.

Bob asked the Council if we would like to submit the changes recommended by the Bylaws Revisions Committee as well as the changes made by Council to membership. This will be added to the agenda for the next Council meeting and we will vote.

The Council's next scheduled meeting is Monday, March 1, at 4:00 pm.

The meeting was adjourned by Bob Gottfried at 5:45 pm.

Respectfully submitted,

Karen Levin

Secretary