

## **QUEST COUNCIL MINUTES**

**Monday, August 2, 2021**

**Council Members present:** David Bernard, Stephanie Butler, Wayne Cotter, Mary Ann Donnelly, Bob Gottfried, Arlynn Greenbaum, Karen Levin, Nan McNamara, Donna Ramer, Ruth Ward and Michael Wellner.

**Council Members absent:** Penelope Pi-Sunyer

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

### **Committee Update**

Bob Gottfried mentioned that Steve Allen is looking for additional members for the Scheduling Committee. Bob Gottfried was added to the Special Events Committee.

Each Council liaison reviewed the list of members for each committee and approved it.

### **25<sup>th</sup> Anniversary Tote Bags**

Michael Wellner showed Council a photo of the tote bag design (currently in purple and black with purple imprinting). Council discussed if the imprinting should be in purple or white.

The majority of Council members voted for white imprinting.

The cost to produce 300 tote bags will be \$5.60 per bag for a total of \$1,680. Michael Wellner will work with Robbii, our graphics designer to produce the bags with the chosen imprinting.

The lunch will be held at the Harmonie Club on Friday, November 19<sup>th</sup>, 2021. A group of Quest members will meet to decide on seating at the Harmonie Club as well as distribution of the tote bags.

Quest President Ruth Ward will email Michael Wellner to set up an organizational meeting.

### **Tech Team Report**

A group of Tech Committee members met with Robert Hernandez at CWE to discuss the equipment purchased for the fall. On August 9 and August 10, members of the Tech Committee will meet at 25 Broadway and remotely test out the equipment.

Questions have come up regarding whether the emergence of the Delta variant will impact Quest's plans to reopen on September 13. If Quest needs to delay its re-opening due to the Delta variant, Council must make that decision no later than August 27. In the event Quest does not begin in-person classes on September 13, we plan to present all scheduled classes via Zoom as we've done over the past year.

Donna Ramer asked how quickly the Tech Committee can convert all classes to a Zoom format in case our opening is delayed. Vice President Wayne Cotter said we can go to Zoom quickly but presenters will need to rehearse in advance.

Quest will monitor the situation on a weekly basis.

### **Membership Report**

Donna Ramer discussed the number of members who have renewed and sent in a check.

- 158 full members have renewed
- 3 Zoom members sent checks but need to complete the application
- 1 Zoom member sent a check and an application

This represents a total of 162 members and checks received. Members still have until August 15 to renew their memberships.

### Leave of Absence Members

- 13 members are currently on a leave of absence. To date, one is retuning and 8 will continue on a leave of absence

### Zoom Members

- Of 44 Zoom members, 11 would like to become full members and the Membership Committee is arranging interviews

### New Members

- There are 5 potential new members who are waiting until we return to 25 Broadway before committing to an interview.

Vice President Wayne Cotter asked where in-person interviews will be conducted. Nan McNamara noted that most interviews will occur at 9:30 am and Membership will determine the most appropriate location for the interviews. Ruth Ward suggested either the staff lounge across from the Auditorium or Room 52-53, if it is not in use.

### **Return to 25 Broadway on September 13, 2021**

President Ruth Ward will notify members via email that Quest's start date will be September 13, 2021. Vice President Wayne Cotter suggested we can change the start date if there are Delta variant concerns or other issues arise.

Council agreed to consider conducting a survey in late August in order to determine who would likely return to 25 Broadway and whether we should reopen on September 13.

Council voted and the majority decided not to establish a trigger point should we send out a survey. Nan McNamara clarified that the final decision about returning would be determined by Council regardless of the survey results.

Ruth Ward said that CWE will have updated CCNY/CWE guidelines by the end of August. In light of those new rules, Council will revisit distributing a survey.

Council recommended that Wayne Cotter coordinate any survey that Council conducts.

## **Fall 2021 Attendance Protocols for 25 Broadway**

Ruth Ward spoke to Davi Saroop and Dean Mercado regarding these protocols.

- Only vaccinated Questers will be admitted to the 7<sup>th</sup> floor.
- Mid-August, 2021 - September 12, 2021:  
All willing Quest members should email Joyce Hinote a photo of their proof of vaccination. Joyce will compile a comprehensive list of vaccinated members and then delete the photo. If you don't want to send in a photo, you are not required to do so. However, if you don't want to be on the comprehensive list, you must bring your actual vaccination card to Quest until you get a Covid vaccination sticker for your Quest ID card.
- Week of September 13, 2021 - September 16, 2021:  
From 9:30 am to 10:20 am, the 7<sup>th</sup> floor CWE security guard will use Joyce's list to admit vaccinated Questers. As mentioned, if a member is not on the list, they'll have to show proof of vaccination on their NYS Excelsior or other card (or show it on their phone). Questers will be directed to go to the Auditorium and Bob Gottfried, Joyce Hinote, Ruth Ward and seven other volunteers will put new COVID stickers on the "old" ID cards.
- In Room 15-17 - Michael Wellner and Joyce Hinote will make new ID cards for new members and put COVID stickers on the new cards.

- 7<sup>th</sup> floor halls: Two volunteers (possibly Stephanie Butler and Karen Levin) will greet and guide incoming Questers to the appropriate classrooms.

During the second week of in-person classes, Questers will need to show their “stickered” ID card to the security guard on a daily basis. The CWE security guard will accept the names on the list of vaccinated Quest members if a member forgets to bring their ID card.

Arlynn Greenbaum asked if CWE and CCNY students have to be vaccinated. They do not need to be vaccinated but very few students will be in attendance at 25 Broadway.

### **Fall 2021 Attendance Protocols as of August 2, 2021**

The protocols listed below were communicated to Ruth Ward by Davi Saroop of CWE. Until new Quest members receive their ID cards, Davi Saroop requested that Ruth Ward provide her with a list of these new Quest members and she will give their names to the CWE security guard.

- All Quest members must be vaccinated.
- Masks must be worn in the halls and possibly the Auditorium plus the two classrooms, the lunchroom and the lounge opposite the Auditorium.
- Quest’s on-site hours will be Monday through Thursday from 9:30 am to 3:00 pm

- Quest members must use the City College entrance door. Members will need to show the security guard their Quest ID with the COVID sticker on it.
- The six elevators will allow four people at a time per elevator.
- Room Capacity: Two people will be allowed in the office; 30 people in Room 15-17 and 30 people in Room 52-53; 50 people in the Auditorium. Approximately 12 people in the lounge opposite the Auditorium and around 20 people in the lunchroom. We may be able to use the tables in the hallways at lunchtime. Members can also eat outside in the park or in nearby restaurants.
- Social Distancing: Davi Saroop will let us know by mid-August.
- Members present at 25 Broadway will have to sign an Attendance Sheet that will be circulated in all classrooms (for possible contact tracing).
- The Scheduling Committee members may be asked to help with a few administrative tasks (e.g., supervising the collection of attendance sheets).
- The CWE Writing Center will not be present until the spring.

Please note that everything is subject to change due to the Delta variant.

### **Treasurer's Report for July 31, 2021**

Quest Treasurer Stephanie Butler said there are no significant changes.

## **New Business**

Quest Webmaster Michael Russo is working on both the public and private website. A new video will be posted soon.

Council will meet with Steve Allen on Monday, August 16, 2021 to review the Quest Electronic Archives.

The Council's next scheduled meeting is Thursday, September 9, at 4:00 pm.

*The meeting was adjourned by Ruth Ward at 5:00 pm.*

Respectfully submitted,

Karen Levin

Secretary