

QUEST COUNCIL MINUTES

Date: June 3, 2025

Council held its monthly meeting at 25 Broadway in Room 7-39. President Donna Ramer called the meeting to order at 12:45 p.m.

Council Members Present: Bob Belfort, Victor Brener, Karen Cullen, Peter Fleischman (via Zoom), Bob Gottfried, Vince Grosso, Stu Parker, Donna Ramer, Ruth Ward, Tamara Weinberg, and Judy Winn.

I. General Administration: Donna Ramer

- After distributing the agenda, Donna welcomed new members Bob Belfort, Victor Brener, Stu Parker, and Ruth Ward to their first meeting.
- Donna then distributed a list of the Quest Committee Liaisons for 2025-2026. She recommended that the liaisons connect with the chair of their assigned committees a couple of times each semester, attend their committees' meetings if they wish, and report back to Council on any issues/problems raised by the committees. She also asked that the liaisons check in with the chairs of their assigned committees on succession planning.
- The liaisons for certain committees, such as Judy Winn for Curriculum, will be responsible for giving an update on their committees at monthly Council meetings.
- Donna advised that she had recently emailed all Quest members a description of each Quest Committee, along with the name of each committee's chair to contact if they are interested in joining that committee. Administrative Assistant Raquel Rivera is preparing a poster with the names and pictures of the committee chairs to make it easier for newer members to identify and reach out to the chairs if they want more information about a specific committee.

II. Conflict of Interest forms and administrative documents: Karen Cullen

- Karen collected signed Conflict of Interest forms covering the June 1, 2025 – May 31, 2026 academic year. Per Quest bylaws, she will forward them to the head of the Audit Committee.
- She distributed a List of Motions Introduced at Quest Council from 2020 to the present. Donna initiated this list a couple of years ago to assist the Council in researching recently passed resolutions/motions. Karen also distributed copies of a chart listing the current council members, their history on Council, and whether their seats will be open in May 2026. For those members whose seats will be open, Bob Gottfried, Council's VP and Parliamentarian, is researching their eligibility for running for other open Council seats under the new bylaws.
- Karen gave a quick update on the activities of the Document Management committee. With help from Tamara, the committee has moved the Quest archived documents to a new platform with enhanced search functions on Google Drive. Led by chair Steve Allen, the committee is working on supplementing, re-organizing, and otherwise updating the database.

III. Curriculum: Donna Ramer

- On behalf of the Curriculum committee Donna reported that the committee is preparing a “How To” brochure to assist coordinators.

IV. Membership: Ruth Ward

- Ruth reported that 122 members have renewed their membership for the 2025-2026 academic year as of June 3. The committee will send an email to the membership reminding them of the June 30 deadline for paying membership fees and the \$25 late fee they will be assessed if they do not pay their fees by that date.
- The QPals program, formerly housed in the Membership Committee and coordinated by Madeleine Brecher, will be moving to the New Members committee and Ken Sasmor will be the new coordinator.
- 17 people registered for Summer Encores on Tuesday, June 3. The second and last day for registration is Thursday, June 5.

V. Marketing and Communications: Donna Ramer

- The Marketing and Communications committee is continuing its digital advertising initiative. It is also looking for more sponsorship opportunities, like Quest’s sponsorship of ShoreWalkers, and is working on new marketing materials, such as pamphlets, bookmarks, and cards.

VI. Technology: Victor Brener

- The Technology committee, with CWE tech lead Robert Hernandez, is in the process of installing a Wi-Fi system in certain portions of the 7th floor at 25 Broadway. Currently they are determining the best locations for the T-Mobile router and extenders, which most likely will include the lunchroom and one or more classrooms.
- The committee has assigned a tech representative to each of the classes in the Summer Encores program.

VII. Treasurer’s Report: Peter Fleischman

- Treasurer’s Report and Income/Expense Statement: Peter distributed and reviewed his 6-3-25 Treasurer’s Report and FY25 to June 30, 2025 Income and Expense Statement.
 - Quest has received \$56,050 to date for next year’s tuition.
 - Quest’s balance sheet, totaling \$999,000 as of 5-10-25, now exceeds \$1,000,000.

- Peter reminded Council that Quest's accounting is on a cash basis and reported that total income for the fiscal year ending June 30, 2025 is expected to exceed expenses by approximately \$18,000.
- Budget: Peter distributed and reviewed the proposed budget for the fiscal year July 1, 2025 through June 3, 2026, which was developed with Quest president, Donna.
 - The budget reflects input from every committee.
 - Council commented on, asked many questions about, and otherwise discussed the budget and its various line items. Council's discussions resulted in the budget being slightly modified. Donna then made a motion, seconded by Bob, to approve the revised 2025-2026 budget. After discussion, Council unanimously approved the motion.

The next Council meeting will be at 25 Broadway on Monday, September 8, 2025, at 2:45 p.m.

Donna adjourned the meeting at 1:40 p.m.

Respectfully submitted,

Karen Cullen, Secretary

Documents distributed at meeting: Agenda, 6-13-25 Treasurer's Report, FY25 to June 30, 2025 Income and Expense Statement, Budget FY26, Quest Committee Liaisons 2025-2026, Open Seats and Current Council Members History, and List of Motions Introduced at Quest Council from 2020 to the Present.