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Name of Investment Adviser: Quest Investment Management, Inc.				
Address: (Number and Street)	(City)	(State)	(Zip Code)	Area Code Telephone Number
One SW Columbia, Suite 1100	Portland	OR	97258	503 221-0158

This part of Form ADV gives information about the investment adviser and its business for the use of clients. The information has not been approved or verified by any governmental authority.

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(Schedules A, B, C, D, and E are included with Part I of this Form, for the use of regulatory bodies, and are not distributed to clients.)
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Potential Persons who are not to respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB control number.

1. A. Advisory Services and Fees. (check the applicable boxes) For each type of service provided, state the approximate % of total advisory billings from that service. (See instruction below.)

Applicant:

<input checked="" type="checkbox"/> (1) Provides investment supervisory services	<u>100</u> %
<input type="checkbox"/> (2) Manages investment advisory accounts not involving investment supervisory services	<u>0</u> %
<input type="checkbox"/> (3) Furnishes investment advice through consultations not included in either service described above	<u>0</u> %
<input type="checkbox"/> (4) Issues periodicals about securities by subscription	<u>0</u> %
<input type="checkbox"/> (5) Issues special reports about securities not included in any service described above	<u>0</u> %
<input type="checkbox"/> (6) Issues, not as part of any service described above, any charts, graphs, formulas, or other devices which client may use to evaluate securities	<u>0</u> %
<input type="checkbox"/> (7) On more than an occasional basis, furnishes advice to clients on matters not involving securities	<u>0</u> %
<input type="checkbox"/> (8) Provides a timing service	<u>0</u> %
<input type="checkbox"/> (9) Furnishes advice about securities in any manner not described above	<u>0</u> %

(Percentages should be based on applicant's last fiscal year. If applicant has not completed its first fiscal year, provide estimates of advisory billings for that year and state that the percentages are estimates.)

B. Does applicant call any of the services it checked above financial planning or some similar term? Yes No

C. Applicant offers investment advisory services for: (check all that apply)

<input checked="" type="checkbox"/> (1) A percentage of assets under management	<input type="checkbox"/> (4) Subscription fees
<input type="checkbox"/> (2) Hourly charges	<input type="checkbox"/> (5) Commissions
<input checked="" type="checkbox"/> (3) Fixed fees (not including subscription fees)	<input type="checkbox"/> (6) Other

D. For each checked box in A above, describe on Schedule F:

- the services provided, including the name of any publication or report issued by the adviser on a subscription basis or for a fee
- applicant's basic fee schedule, how fees are charged and whether its fees are negotiable
- when compensation is payable, and if compensation is payable before service is provided, how a client may get a refund or may terminate an investment advisory contract before its expiration date

2. Types of Clients -- Applicant generally provides investment advice to: (check those that apply)

<input checked="" type="checkbox"/> A. Individuals	<input type="checkbox"/> E. Trusts, estates, or charitable organizations
<input type="checkbox"/> B. Banks or thrift institutions	<input type="checkbox"/> F. Corporations or business entities other than those listed above
<input type="checkbox"/> C. Investment companies	<input type="checkbox"/> G. Other (describe on Schedule F)
<input checked="" type="checkbox"/> D. Pension and profit sharing plans	

3. Types of Investments Applicant offers advice on the following: (check those that apply)

- | | |
|---|--|
| <p>A. Equity securities</p> <p><input type="checkbox"/> (1) exchange-listed securities</p> <p><input type="checkbox"/> (2) securities traded over-the-counter</p> <p><input type="checkbox"/> (3) foreign issuers</p> <p>B. Warrants</p> <p><input type="checkbox"/> C. Corporate debt securities
(other than commercial paper)</p> <p><input type="checkbox"/> D. Commercial paper</p> <p><input type="checkbox"/> E. Certificates of deposit</p> <p><input type="checkbox"/> F. Municipal securities</p> <p>G. Investment company securities:</p> <p><input type="checkbox"/> (1) variable life insurance</p> <p><input type="checkbox"/> (2) variable annuities</p> <p><input type="checkbox"/> (3) mutual fund shares</p> | <p><input type="checkbox"/> H. United States governmental securities</p> <p>I. Options contracts on:</p> <p><input type="checkbox"/> (1) securities</p> <p><input type="checkbox"/> (2) commodities</p> <p>J. Futures contracts on:</p> <p><input type="checkbox"/> (1) tangibles</p> <p><input type="checkbox"/> (2) intangibles</p> <p>K. Interests in partnerships investing in:</p> <p><input type="checkbox"/> (1) real estate</p> <p><input type="checkbox"/> (2) oil and gas interests</p> <p><input type="checkbox"/> (3) other (explain on Schedule F)</p> <p><input type="checkbox"/> L. Other (explain on Schedule F)</p> |
|---|--|

4. Methods of Analysis, Sources of Information, and Investment Strategies.

A. Applicant's security analysis methods include: (check those that apply)

- | | |
|--|--|
| <input type="checkbox"/> (1) Charting | <input type="checkbox"/> (4) Cyclical |
| <input type="checkbox"/> (2) Fundamental | <input type="checkbox"/> (5) Other (explain on Schedule F) |
| <input type="checkbox"/> (3) Technical | |

B. The main sources of information applicant uses include: (check those that apply)

- | | |
|--|--|
| <input type="checkbox"/> (1) Financial newspapers and magazines | <input type="checkbox"/> (5) Timing services |
| <input type="checkbox"/> (2) Inspections of corporate activities | <input type="checkbox"/> (6) Annual reports, prospectuses, filings with the Securities and Exchange Commission |
| <input type="checkbox"/> (3) Research materials prepared by others | <input type="checkbox"/> (7) Company press releases |
| <input type="checkbox"/> (4) Corporate rating services | <input type="checkbox"/> (8) Other (explain on Schedule F) |

C. The investment strategies used to implement any investment advice given to clients include: (check those that apply)

- | | |
|--|--|
| <input type="checkbox"/> (1) Long term purchases (securities held at least a year) | <input type="checkbox"/> (5) Margin transactions |
| <input type="checkbox"/> (2) Short term purchases (securities sold within a year) | <input type="checkbox"/> (6) Option writing, including covered options, uncovered options, or spreading strategies |
| <input type="checkbox"/> (3) Trading (securities sold within 30 days) | <input type="checkbox"/> (7) Other (explain on Schedule F) |
| <input type="checkbox"/> (4) Short sales | |

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

5. Education and Business Standards. Yes No

Are there any general standards of education or business experience that applicant requires of those involved in determining or giving investment advice to clients?.....

(If yes, describe these standards on Schedule F.)

6. Education and Business Background.

For:

- each member of the investment committee or group that determines general investment advice to be given to clients, or
- if the applicant has no investment committee or group, each individual who determines general investment advice given to clients (if more than five, respond only for their supervisors)
- each principal executive officer of applicant or each person with similar status or performing similar functions.

On Schedule F, give the:

<ul style="list-style-type: none"> • name • year of birth 	<ul style="list-style-type: none"> • formal education after high school • business background for the preceding five years
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7. Other Business Activities. (check those that apply)

A. Applicant is actively engaged in a business other than giving investment advice.

B. Applicant sells products or services other than investment advice to clients.

C. The principal business of applicant or its principal executive officers involves something other than providing investment advice.

(For each checked box describe the other activities, including the time spent on them, on Schedule F.)

8. Other Financial Industry Activities or Affiliations. (check those that apply)

A. Applicant is registered (or has an application pending) as a securities broker-dealer.

B. Applicant is registered (or has an application pending) as a futures commission merchant, commodity pool operator or commodity trading adviser.

C. Applicant has arrangements that are material to its advisory business or its clients with a related person who is a:

<ul style="list-style-type: none"> <input type="checkbox"/> (1) broker-dealer <input type="checkbox"/> (2) investment company <input type="checkbox"/> (3) other investment adviser <input type="checkbox"/> (4) financial planning firm <input type="checkbox"/> (5) commodity pool operator, commodity trading adviser or futures commission merchant <input type="checkbox"/> (6) banking or thrift institution 	<ul style="list-style-type: none"> <input type="checkbox"/> (7) accounting firm <input type="checkbox"/> (8) law firm <input type="checkbox"/> (9) insurance company or agency <input type="checkbox"/> (10) pension consultant <input type="checkbox"/> (11) real estate broker or dealer <input type="checkbox"/> (12) entity that creates or packages limited partnerships
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(For each checked box in C, on Schedule F identify the related person and describe the relationship and the arrangements.)

Yes No

D. Is applicant or a related person a general partner in any partnership in which clients are solicited to invest?...

(If yes, describe on Schedule F the partnerships and what they invest in.)

9. Participation of Interest in Client Transactions.

Applicant or a related person: (check those that apply)

- A. As principal, buys securities for itself from or sells securities it owns to any client.
- B. As broker or agent effects securities transactions for compensation for any client.
- C. As broker or agent for any person other than a client effects transactions in which client securities are sold to or bought from a brokerage customer.
- D. Recommends to clients that they buy or sell securities or investment products in which the applicant or a related person has some financial interest.
- E. Buys or sells for itself securities that it also recommends to clients.

(For each box checked, describe on Schedule F when the applicant or a related person engages in these transactions and what restrictions, internal procedures, or disclosures are used for conflicts of interest in those transactions.)

Describe, on Schedule F, your code of ethics, and state that you will provide a copy of your code of ethics to any client or prospective client upon request.

10. Conditions for Managing Accounts. Does the applicant provide investment supervisory services, manage investment advisory accounts or hold itself out as providing financial planning or some similarly termed services <i>and</i> impose a minimum dollar value of assets or other conditions for starting or maintaining an account?	Yes	No
(If yes, describe on Schedule F.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

11. Review of Accounts. If applicant provides investment supervisory services, manages investment advisory accounts, or holds itself out as providing financial planning or some similarly termed services:

- A. Describe below the reviews and reviewers of the accounts. **For reviews**, include their frequency, different levels, and triggers factors. **For reviewers**, include the number of reviewers, their titles and functions, instructions they receive from applicant on performing reviews, and number of accounts assigned each.
Individual account reports are available daily. This report includes cost, current market, income, % of total assets, industry groupings. All assets are held by unaffiliated custodians. Each month, in-house portfolio appraisals are contemporaneously reconciled with the custodial statement. Advisor's Investment Committee meets bi-weekly to review general market conditions and review events and disclosures relevant to individual holdings in clients' portfolios. These meetings engage a specific portfolio management procedure, which is described within a report separate from this document which is available upon request and is titled "Quest Investment Decision Process." Advisor's investment committee consists of: M.Johnson, Sherwood, Goebel, Hamilton, Nisbet and C. Johnson (see sched. f part II, 6). Investment decisions are coordinated with client's guidelines or questionnaire. All clients are under purview of Investment Committee.
- B. Describe below the nature and frequency of regular reports to clients on their accounts.
Clients receive monthly custodial statements and quarterly Quest appraisal reports that are accompanied by quarterly performance calculations. Generally, the reports indicate beginning and ending period total net values, a list of holdings with period ending value, funds received such as additions, interest and dividends, funds debited such as withdrawals and fees, relevant data such as maturity, interest date payments, each holding as a percentage of portfolio.

12. Investment or Brokerage Discretion.

A. Does applicant or any related person have authority to determine, without obtaining specific client consent, the:

- | | | |
|--|-----------------------|-----------------------|
| (1) securities to be bought or sold? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |
| (2) amount of the securities to be bought or sold? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |
| (3) broker or dealer to be used? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |
| (4) commission rates paid? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |

B. Does applicant or a related person suggest brokers to clients? Yes No

For each yes answer to A describe on Schedule F any limitations on the authority. For each yes to A(3), A(4) or B, describe on Schedule F the factors considered in selecting brokers and determining the reasonableness of their commissions. If the value of products, research and services given to the applicant or a related person is a factor, describe:

- the products, research and services
- whether clients may pay commission higher than those obtainable from other brokers in return for those products and services
- whether research is used to service all of applicant's accounts or just those accounts paying for it; and
- any procedures the applicant used during the last fiscal year to direct client transactions to a particular broker in return for products and research services received.

13. Additional Compensation.

Does the applicant or a related person have any arrangements, oral or in writing, where it:

- | | | |
|---|-----------------------|-----------------------|
| A. is paid cash by or receives some economic benefit (including commissions, equipment or non-research services) from a non-client in connection with giving advice to clients? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |
| B. directly or indirectly compensates any person for client referrals? | Yes | No |
| | <input type="radio"/> | <input type="radio"/> |

(For each yes, describe the arrangements on Schedule F.)

14. Balance Sheet. Applicant must provide a balance sheet for the most recent fiscal year on Schedule G if applicant:

- has custody of client funds or securities (unless applicant is registered or registering only with the Securities and Exchange Commission); or
 - requires prepayment of more than \$500 in fees per client and 6 or more months in advance
- Has applicant provided a Schedule G balance sheet? Yes No

**Schedule F of
Form ADV
Continuation Sheet for Form ADV
Part II**

Applicant: Quest Investment Management, Inc.	SEC File Number: 801- 23659	Date: 12/19/2007
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(Do not use this Schedule as a continuation sheet for Form ADV Part I or any other schedules.)

1. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II, 1 D	<p>Quest Investment Management, Inc. (Quest)(Advisor) offers professional full-time management of assets, providing traditional portfolio discretionary supervision for qualified retirement plans, endowments, trusts, and individuals. Quest has adopted a flexible investment policy utilizing equity, debt, convertible securities, and short term liquid cash investments such as money market funds. This "fully managed" investment approach permits the advisor to vary assets with investment trends. The strategy will be to increase investment in equities during periods of rising stock market indices. Inversely, an investment strategy may be to reduce investments in equities during periods of declining stock market indices or when, in our judgement, total returns from debt, convertible securities and short-term liquid cash investments are expected to exceed returns from equity securities and long bonds.</p> <p>Services are based on the individual needs and goals of the client.</p>
Part II, 1, D	<p>Quest utilizes a Top Down strategy, initiating investment considerations with an analysis of credit, quantitative-statistical big picture indications, and global events including economic, political and social cycles/trends. This process assists Quest in asset allocation decisions as to long or short term maturity debt, cash equivalents and equity committment.</p>
Part II 1, D	<p>Annual fees for portfolio management may be calculated as a percent of net market value of assets, as determined by a third party custodian, assigned to Quest for management. The fee is 1.0% of net market asset value annually on the first \$5 million, with a negotiated sliding scale over \$5 million. Larger accounts may negotiate a lower fee schedule. Each quarter a base fee will be calculated on the aggregate fair market value of cash and securities in the client's account on the last business day of the quarter as determined by a third-party pricing service. In calculating the value of securities in the Account, the value of any security listed on any national securities exchange shall be valued at the last quoted sale price of the valuation date. Any other security or asset shall be valued by the Manager in such a manner as will reflect its fair market value. The quarterly fee generally will be billed in arrears and payable within 30 days after the end of each quarter. Fees will be</p>

**Schedule F of
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Part II**

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1. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II 1, D	<p>prorated on a daily basis upon establishment of the Account and upon termination of the Account. In addition, the Manager will prorate (based on actual days and a 365 day year) its fee if, during any calendar quarter, net deposits to or withdrawals from the Account significantly differs, in Manager's sole determination, from the market valuation of the preceding quarter's Account.</p> <p>Client may negotiate a lower fee schedule with Advisor. Fee schedules are incorporated into the written agreement between Client and Advisor. Most agreements have a mutual thirty-day written termination clause. Fees earned up to termination plus thirty days are payable to Advisor. Fixed annual fees may be negotiated.</p> <p>Quest Investment Management, Inc. (Quest) may determine to contract with another Registered Investment Advisor, called a Sub-Advisor, to obtain additional expertise and services that will accrue to the benefit of the client. The Sub-Advisor will tailor its advice to Quest with regard to a specific individual client of Quest. The Sub-Advisor is required to maintain registration with appropriate governing bodies. Each individual client that engages in the combined Advisor (Quest) and Sub-Advisor relationship shall receive prior to, or at the time of entering into an agreement, the Advisors contract and copies of 1) Advisors ADV Part II, 2) Sub-Advisors ADV Part II or state required disclosure and 3) the agreement specific to the individual client between Advisor and Sub-Advisor. Clients with the Advisor/Sub-Advisor relationship will not incur fees higher than those charged for the conventional Client/Advisor relationship. The amount of fees passed on to the Sub-Advisor is disclosed in the Client/Advisor agreement and the Advisor/Sub-Advisor client specific agreement. Quest presently has an agreement with Johnston & Associates, Inc., Denver, Colorado (Sub-Advisor) and Quest (Advisor).</p>
Part II 1, D	<p>Quest Investment Management, Inc. (Quest) may determine to contract with another legally registered advisor whereby Quest is the Sub-Advisor. Quest (Sub-Advisor) will tailor its professional management of portfolios to the individual client of Advisor. For all purposes, including bonding insurance,</p>

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1. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II 2, G	<p>suitability and fiduciary liability each account shall be deemed the Client of both the Advisor and Sub-Advisor. Each individual client that engages in the combined Advisor and Sub-Advisor (Quest) relationship shall receive prior to, or at the time of entering into an agreement, the Advisors contract, required disclosure statement per registration and 1) Sub-Advisors ADV Part II and 2) the agreement specific to the individual client between Advisor and Sub-Advisor. Clients with the Advisor/Sub-Advisor relationship will not incur fees higher than those charged for the conventional Client/Advisor relationship. The amount of fees passed on to the Sub-Advisor is disclosed in the Client/Advisor agreement and the Advisor/Sub-Advisor Client specific agreement. Quest presently has an agreement with Wealth Advisors, Inc., Salem, Oregon (Advisor) and Quest (Sub-Advisor). Quest presently has an agreement with Johnston & Associates, Inc., Denver, Colorado (Advisor) and Quest (Sub-Advisor).</p> <p>Advisor provides investment advisory services to four commingled pooled trusts and eight real estate pooled trusts. Real Estate trusts are reviewed in item 3K(1) below. The four commingled pooled trusts are known as Capital Accumulation Retirement Trust(s) (CART). Union Bank of California(UBC), is the Trustee and Custodian for the four CART trusts. UBC has appointed Quest Investment Management, Inc., Portland, Oregon to manage the assets of the CART Funds. CART trusts are audited annually by PriceWaterhouse Coopers.</p> <p>CART trusts are limited to tax qualified retirement plans. Investors purchase units in one or more of the four pooled funds. Unit values are calculated daily by the custodian and are available each day via the Internet. Monthly statements are mailed to investors. Maximum annual fees, based on amount of investment, are 1.0% of net market value for the Advisor plus 0.25% to the Trustee and 0.25% to the custodian. Unit valuations are net of custodian and trustee fees, gross of advisor fees. Investors may add or subtract funds from their account or resign the account daily upon receipt by Custodian of a fax or written notice.</p> <p>CART Fund is a balanced portfolio, typically consisting of 60% stocks, 35%</p>

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Item of Form (identify)	Answer
Part II 3, K, (1)	<p>bonds and 5% cash. Asset allocations may change based on Advisors market outlook. The funds objective is long-term growth or capital appreciation enhanced by some flow of fixed income.</p> <p>CART-IRA is a balanced fund limited to State of Oregon domiciled IRA and IRA Rollover assets with the objectives mirroring the CART Fund.</p> <p>CART Equity is a portfolio of common stocks. Periodically the Advisor may raise cash in the portfolio for short durations based on Advisors market outlook. Top-down, global themes are emphasized. Capital appreciation is the primary goal with income from dividends as a secondary consideration.</p> <p>Cart Small Cap Growth is a portfolio of common stocks with market cap values typically under \$10 billion. Top-down themes are emphasized. Capital appreciation is the primary goal.</p> <p>Quest Group Trusts (QGT) were created pursuant to Offering Memorandums intended to meet the requirements of Rev Rule 81-100, 1981-1 C.B. 326 and IRS Section 401 (a) (24), for the purpose of providing participating investors, (individual retirement trusts) that are section 501 (a) federal income tax exempt, with a medium for pooling of their funds for investment by the QGT in equity real estate. There are presently 8 separate QGTs.</p> <p>Union Bank of California, is the Trustee and the Custodian for each Quest Group Trust 1 through 8. QGTs are audited annually by PriceWaterhouse Coopers. Annual fees for QGT are 0.75% of net market asset value for Advisor and 0.25% of net asset value each for Trustee and Custodian. UBC appointed Quest as Advisor to QGTs 1-8 QGTs are commingled pools that invest only in to-be-built commercial income producing real estate. All QGTs are invested 100% in equity with no debt or leverage. QGT takes title to property upon completion and delivery of a local government Certificate of Occupancy. The investment objectives of QGT include: an annual net cash payout to investors competitive with other income-producing commercial real estate, capital appreciation of the properties due to the dynamics of the real</p>

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I. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II, 3, K, (1)	estate (location, cash flow, tenant mix, maintenance). Investments in real estate are confined to the Portland, Oregon metro area. MAI independent appraisals of real estate are completed annually.
Part II 3	Advisor's oversight responsibilities to QGTs include supervision of daily activities, monthly financial analysis and review of each QGT, collection of income, payment of expenses, supervision of property management, timely maintenance, tenant relations, regular reports to investors, preparation of pro-forma budgets, analysis and recommendations to Trustee.
Part II, 5	Quest may propose to tax-qualified clients a participation in pooled equity real estate trusts managed by Quest. Trustees make decision to transfer assets from general portfolio. Assets invested in pooled trusts are deducted from Clients general portfolio for purposes of calculating fees.
Part II, 6	<p>Members of the Quest Investment Committee are required to have higher education degrees. Members have continuing investment decision process experience over full market and economic cycles. Members attend national continuing-education opportunities.</p> <p><u>Investment Committee</u></p> <p><u>Monte L. Johnson</u></p> <ul style="list-style-type: none"> ● Born 1935 ● University of Oregon School of Law, JD ● Dean Witter & Company; Member NYSE ● Piper, Jaffray, Hopwood; Member NYSE ● Board of Directors ● FJW Financial Management, Registered Investment Advisor ● President ● Quest Investment Management, Inc., Registered Investment Advisor ● Portfolio Manager, Chairman, Director, Co-CIO

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1. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
	<p><u>Gregory G. Sherwood</u></p> <ul style="list-style-type: none"> • Born 1962 • Oregon State University, BS • Registered Realty Broker • Dain Bosworth; Member NYSE Consultants, Investment Advisor • Quest Investment Management, Inc. President Portfolio Manager, Co-CIO • Continuing Education New York, New York <i>Bank Credit-Analyst Forum</i> • <i>San Francisco, California Schwab Institutional Forum</i> • <i>Boston, Massachusetts Harvard University Seminars</i> <p><u>Douglas P. Goebel, CFA</u></p> <ul style="list-style-type: none"> • Born 1968 • Wheaton College, BS • Capital Trust Company • Dain Bosworth, Inc. • Quest Investment Management, Inc. Senior Vice President/Portfolio Analyst • Continuing Education • Chicago, Illinois <i>Applying the AIMR-PPSTM Standards</i> • <i>San Jose, California Merrill Lynch Technology Conference</i> • <i>Chartered Financial Analyst</i> <p><u>E. Adrian Hamilton</u></p> <ul style="list-style-type: none"> • Born 1946 • California State University Northridge, BA • Bank of America Senior Portfolio Manager

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Item of Form (identify)	Answer
	<ul style="list-style-type: none"> ● Hibernia Bank Senior Trust Officer ● Key Trust Regional Chief Investment Officer ● Quest Investment Management, Inc. Portfolio Manager Vice President <p><u>Cameron M. Johnson</u></p> <ul style="list-style-type: none"> ● Born 1967 ● University of Arizona, BA ● Continuing Education ● University of Illinois, Chicago <i>Efficient Investing for Pension Funds</i> ● <i>University of Pennsylvania, Wharton School, Fundamentals of Money Mgmt</i> ● <i>New York Institute of Finance, New York Portfolio Management</i> ● Series 24 Licensed Principal ● Quest Investment Management, Inc. Portfolio Manager CEO, CCO, Director <p><u>Garth R. Nisbet, CFA</u></p> <ul style="list-style-type: none"> ● Born 1960 ● University of Washington, BA ● University of Wisconsin, MBA ● Crabbe Huson Group, Chief Investment Officer ● Columbia Management, Sr. Vice President, Portfolio Manager ● Quest Investment Management, Inc., Sr. Vice President, Portfolio Manager, Fixed Income <p><u>Additional Quest Staff</u></p>

**Schedule F of
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I. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II, 7, A	<ul style="list-style-type: none"> • <u>Jill K. Bartell</u> • <u>Ben J. Cecchini</u> • <u>Kevin M. Johnson, Senior VP, Sec./Treas., Director</u> • <u>Amy M. Buster</u> • <u>Pat Palmer</u> • <u>William B. Zenk, VP</u> • <u>Vanna Wai</u> • <u>Georgina Kariouz</u> • <u>David J. Erfort, VP</u> • <u>Gregg L. Kerr, VP</u> • <u>Patrick C. Worley, VP</u> • <u>Donald W. Soderlind, CFA</u> <p>Advisor has a property management department which provides the industry standard management functions for each property owned by QGTs 1-8. Each QGT is charged a contractual fee. This ranges from 3-4%, depending on the property, of gross lease income received. This is an expense that otherwise would be paid to an outside property manager. The department of Advisor is operated on a non-profit basis. Property Management fees collected in excess of department direct expenses will be rebated to QGTs. Separate financials are generated for the department. The objective of the department is improved tenant relations, lower expenses, which translate into tenant retention.</p>
Part II, 9, E	<p>Personal trading by Quest associates and immediate family is governed by a written internal policy statement. All such transactions must 1) receive prior approval by the designated Quest compliance officer and 2) comply with the specific stipulations in the written policy. Quest Investment Management, Inc. does not maintain a corporate or "house" account. Quest will not allow aggregation of affiliated persons trades with client trades.</p>
Part II, 9	<p>Proxy Voting: Quest Investment Management, Inc has adopted and implemented written policies and procedures to ensure proxies are voted in</p>

**Schedule F of
Form ADV
Continuation Sheet for Form ADV
Part II**

Applicant: Quest Investment Management, Inc.	SEC File Number: 801- 23659	Date: 12/19/2007
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(Do not use this Schedule as a continuation sheet for Form ADV Part I or any other schedules.)

1. Full name of applicant exactly as stated in Item 1A of Form ADV: Quest Investment Management, Inc.	IRS Empl. Ident. No.:
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Item of Form (identify)	Answer
Part II, 12, A,B	<p>the best interests of clients. Such policy discloses to clients information about the firms proxy policies and procedures, provides information to clients about how inquire about how their proxies were voted, and how Quest retains certain records related to proxy voting practices. For a copy of Quest's proxy voting policy, please call Cameron Johnson.</p> <p>Code of Ethics: Quest Investment Management, Inc has adopted and implemented a written Code of Ethics. This document is designed to prevent fraud by reinforcing fiduciary principles that must govern the conduct of advisory firms and their personnel. Quest's Code of Ethics covers, among other things: standard of conduct, protecting inside information, personal securities trading, treatment of IPO's and private placements and conflicts of interest. Clients may request a copy of Quest's Code of Ethics by contacting the firms Chief Compliance Officer.</p> <p>Unless otherwise directed, Client grants discretionary authority to Advisor to choose what investments are to be bought or sold, the amount to be purchased or sold, the Broker to execute the trades, the price paid or received and commissions paid to executing broker.</p> <p>Brokers are selected on a basis of highest probable benefit to Client. Factors considered include research, custodial service, negotiated commissions, execution capabilities.</p> <p>Advisor performs investment advisory services for multiple clients. Advisor may not provide similar advice or services for every client.</p> <p>Advisor attempts to allocate buy and sell transactions evenly among clients. Specifically, an effort is made to buy or sell various clients position as a single large position in an effort to reduce executed price dispersion. Placing orders individually and not aggregating may result in higher or lower executed price.</p> <p>Advisor may pay a broker a commission in excess of that which another</p>

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Part II, 12, A,B	<p>broker is willing to charge if, in the judgment of the Advisor, the greater commission results in an overall economic benefit to all clients as a consequence of collateral services rendered (section 28e of the SEC Act of 1934). Research furnished by brokers and utilized by Advisor may be of benefit to all clients and may not be limited to the beneficial use of only those clients for whom transactions were effected.</p> <p>Advisor endeavors to effect best execution for buy and sell transactions for clients considering all relevant circumstances. Factors considered by Advisor include: the competitiveness of a brokers commission rates and spreads, promptness of execution, past history in executing orders, accuracy, clearance and settlement capabilities, access to the marketplace. Advisor considers qualitatively both market price paid or received and commissions paid to broker. In evaluating all of the above factors, Advisor makes a good faith determination that the amount of client commissions paid is reasonable in light of the value of products or services provided by the broker-dealer.</p> <p>Research is defined as lawful and appropriate assistance to the Advisor in the performance of its investment decision-making responsibilities. Factors considered include size and experience of the staff providing the information, accessibility, timelines of recommendations, and success rates of forecasting. Research products include written reports, conference calls, faxes, email, and visitation by analysts.</p> <p>There are, generally, two sources of research within the context of this disclosure: proprietary and third-party. Proprietary research represents information generated inside a brokerage firm that is made available to Advisors. The broker will make its proprietary research as defined above, available to Advisor in return for commissions. There are no amounts required to be paid by Advisor and no obligations by either party. Advisor receives proprietary research from selected brokers. Advisor may use commissions in return for research services (which Advisor uses in making investment decisions on behalf of clients) tendered by a qualified individual that is associated with a broker. Third-party research is where a broker agrees to provide outside research (not generated by broker) in return for a</p>

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	<p>specified gross commissions. Advisor obtains third-party research from Capital Institutional Services, Inc., (Capis) and Donaldson & Co. whereby Advisor receives access to:ThompsonOne with "Baseline" which enhances Advisor's ability to evaluate client holdings on a quantative and technical basis. Capis and Donaldson also provide Starmine and Zacks Research both of which aggregate street research. Donaldson also provides Advisor third party research from Yardini Research, Inc. Third party research received includes written analysts' reports, confrence calls, faxes, emails, online access and on site visits by analysts. This research is not readily available to the general public.</p> <p>In the event Advisor obtains any mixed-use products or services on a soft dollar basis, Advisor will make a reasonable allocation of the cost between that portion which is eligible as research or brokerage services and that portion which is not so qualified. The portion eligible as research or other brokerage services will be paid for with discretionary client commissions and the non-eligible portion, e.g. computer hardware, etc., which is not eligible for the Section 28(e) safe harbor will be paid for with Advisor's own funds. For any mixed-use products or services, Advisor will maintain appropriate records of its reviews and good faith determinations of its reasonable allocations.</p> <p>Advisor's soft dollar committee will meet periodically to determine, in good faith, that amounts of all commissions are reasonable in relation to the value of the brokerage and research services provided. Advisor's soft dollar committee will use a three step analysis to determine whether a particular product or service falls within the 28(e) safe harbor: 1) Determine whether the product or service constitutes brokerage or research under Section 28(e). 2) Determine whether the product or service actually provides lawful and appropriate assistance in the performance of the Advisor's investment decision-making responsibilities. 3) Make a good-faith determination that the amount of client commissions paid is reasonable in light of the value of products or services provided by the broker-dealer.</p> <p>Clients may also have negotiated commission recapture programs with</p>

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	<p>brokers and will instruct Quest to use such brokers for at least a portion of the clients securities transactions. In this circumstance, Quest will monitor commissions generated with a broker.</p> <p>Advisor may suggest a broker for Client to use as a custodian. Advisor requires a Client to have a third party custodial relationship. This can be a for-fee bank/trust company or a brokerage firm. Client may be cost advantaged to use a brokerage firm but needs to review section F of this document as to other consequences. Advisor receives no benefit from broker for suggestion.</p> <p>The Client who directs the Advisor to use a specific broker, or places assets with a broker as custodian, may pay higher commissions on some transactions than might be attainable by the Advisor, or may receive less favorable execution of some transactions, or both. In the event that the Client directs the Advisor to use a particular broker or dealer, it should be understood that Advisor may not have authority to negotiate commissions, obtain volume discounts and best execution may not be achieved for the client's securities transactions. In addition, under these circumstances a disparity in commission charges may exist between the commissions charged to other clients. The Client may also forego any benefit from savings on execution costs that the Advisor could obtain for its clients through negotiating volume discounts on batched transactions. A Client directing brokerage may not be able to participate in an allocation of shares of a new issue if those new issue shares are provided by another broker. The Client may direct the Advisor to use a particular broker from whom the Advisor receives or may receive referrals and the Advisor may derive a benefit.</p> <p>Discretionary brokerage transactions may be placed with a broker-dealer affiliated with an introducing pension consulting firm. These transactions must meet the criteria described in form F. An affiliated consulting firm may introduce Advisor to its clients. There are no obligations or agreements between the consulting firm and Advisor.</p>

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Part II, 12, A,B	<p>Advisor may, at its discretion, invest a portion of Clients assets managed by Advisor in specialty open-end mutual funds and Exchange Traded Funds (ETF's). Special funds in the judgment of the Advisor, may offer the Client unique investment opportunities in this pooled form due to greater diversification and more focused research analysis in areas such as emerging growth, foreign markets and esoteric domestic industries. Such an investment will increase the cost to the client. In addition to the Advisors negotiated fee, the Client may incur a commission or transaction fee when an open ended mutual fund purchase is made and will incur an annual management fee by the management of the specialty fund, neither of which is shared with Advisor. Advisor will endeavor to utilize no-load open-end funds where possible and will evaluate the relative total annual costs as a part of the decision process. ETF's trade like an individual stock and will incur a trade commission for each purchase and sale.</p> <p>A client could invest in an open-end mutual fund directly, without the services of Quest. In that case, the client would not receive the services provided by Quest which are designed, among other things, to assist the client in determining which mutual fund or funds are most appropriate to each client's financial condition and objectives. Accordingly, the client should review both the fees charged by the funds and the fees charged by Quest to fully understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services being provided.</p> <p>Quest Investment Management, Inc.'s does not have an affiliated broker-dealer therefore it's policy and practice is to NOT engage in any principal transactions or agency cross transactions.</p>
Part II, 13, B	<p>Advisor has an internal schedule for certain employees that includes compensation for new clients whereby employee may gain a share of clients fee. Client fees are not increased beyond normal negotiated schedule as a result of this employee participation.</p>

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	<p>Quest Investment Management, Inc. (Quest) may engage the services of unaffiliated third-parties to solicit new Quest clients. A written disclosure statement and Quests current ADV Part II shall be provided to prospective clients by Solicitor at the earliest reasonable time and such documents shall be incorporated into an agreement between Quest and Client. Solicitor shall be paid a stipulated fee for solicitation of signatory new clients. This fee shall be clearly disclosed. The fee paid by Client shall be at standard negotiated rates and will not be increased to reflect Solicitors compensation. Quest currently does not have any third-party solicitor agreements.</p>

Quest Investment Management, Inc.
IA Policies and Procedures Manual
4/8/2008 to Current

Privacy

Policy

As a registered investment adviser, Quest Investment Management, Inc. must comply with SEC Regulation S-P (or other applicable regulations), which requires registered advisers to adopt policies and procedures to protect the "nonpublic personal information" of natural person consumers and customers and to disclose to such persons policies and procedures for protecting that information. Nonpublic personal information includes nonpublic "personally identifiable financial information" plus any list, description or grouping of customers that is derived from nonpublic personally identifiable financial information. Such information may include personal financial and account information, information relating to services performed for or transactions entered into on behalf of clients, advice provided by Quest Investment Management, Inc. to clients, and data or analyses derived from such nonpublic personal information.

Quest Investment Management, Inc. collects nonpublic personal information about clients from the following sources: information we receive from clients on applications or other forms; information about your transactions with us, our affiliates, or others. Quest **does not** disclose any nonpublic information about our customers to anyone, except as permitted by law or unless it is necessary to perform client services.

Appropriate notices will be provided to prospective and existing clients concerning our firm's policies and procedures regarding the privacy rules. These notices will be sent out with the annual ADV request notices.

Background

The purpose of these privacy policies and procedures is to provide administrative, technical and physical safeguards which assist employees in maintaining the confidentiality of nonpublic personal information collected from the consumers and customers of an investment adviser. All nonpublic information, whether relating to an adviser's current or former clients, is subject to these privacy policies and procedures. Any doubts about the confidentiality of client information must be resolved in favor of confidentiality.

Responsibility

Cameron M. Johnson is responsible for reviewing, maintaining and enforcing these policies and procedures to ensure meeting Quest Investment Management, Inc.'s client privacy goals and objectives while at a minimum ensuring compliance with applicable federal and state laws and regulations. Cameron M. Johnson may recommend to the President any disciplinary or other action as appropriate. Cameron M. Johnson is also responsible for distributing these policies and procedures to employees and conducting appropriate employee training to ensure employee adherence to these policies and procedures.

Procedure

Quest Investment Management, Inc. has adopted various procedures to implement the firm's policy and reviews to monitor and insure the firm's policy is observed, implemented properly and amended or updated, as appropriate, which include the following:

Non-Disclosure of Client Information

Quest Investment Management, Inc. maintains safeguards to comply with federal and state standards to guard each client's nonpublic personal information. Quest Investment Management, Inc. does not share any nonpublic personal information with any nonaffiliated third parties, except in the following circumstances:

- As necessary to provide the service that the client has requested or authorized, or to maintain and service the client's account;
- As required by regulatory authorities or law enforcement officials who have jurisdiction over Quest Investment Management, Inc., or as otherwise required by any applicable law; and
- To the extent reasonably necessary to prevent fraud and unauthorized transactions.

Employees are prohibited, either during or after termination of their employment, from disclosing nonpublic personal information to any person or entity outside Quest Investment Management, Inc., including family members, except under the circumstances described above. An employee is permitted to disclose nonpublic

personal information only to such other employees who need to have access to such information to deliver our services to the client.

Safeguarding and Disposal of Client Information

Quest Investment Management, Inc. restricts access to nonpublic personal information to those employees who need to know such information to provide services to our clients.

Any employee who is authorized to have access to nonpublic personal information is required to keep such information in a secure compartments or receptacle on a daily basis as of the close of business each day. All electronic or computer files containing such information shall be password secured and firewall protected from access by unauthorized persons. Any conversations involving non public personal information, if appropriate at all, must be conducted by employees in private, and care must be taken to avoid any authorized persons overhearing or intercepting such conversations.

Safeguarding standards encompass all aspects of the Quest Investment Management, Inc. that affect security. This includes not just computer security standards but also such areas as physical security and personnel procedures. Examples of important safeguarding standards that Quest Investment Management, Inc. may adopt include:

- Access controls on customer information systems, including controls to authenticate and permit access only to authorized individuals and controls to prevent employees from providing customer information to unauthorized individuals who may seek to obtain this information through fraudulent means (e.g. requiring employee use of user ID numbers and passwords, etc.);
- Access restrictions at physical locations containing customer information, such as buildings, computer facilities, and records storage facilities to permit access only to authorized individuals (e.g. intruder detection devices, use of fire and burglar resistant storage devices);
- Encryption of electronic customer information, including while in transit or in storage on networks or systems to which unauthorized individuals may have access;
- Measures to protect against destruction, loss, or damage of customer information due to potential environmental hazards, such as fire and water damage or technological failures (e.g. use of fire resistant storage facilities and vaults; backup and store off site key data to ensure proper recovery); and

Any employee who is authorized to possess "consumer report information" for a business purpose is required to take reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal. There are several components to establishing 'reasonable' measures that are appropriate for the firm:

- Assessing the sensitivity of the consumer report information we collect;
- The nature of our advisory services and the size of our operation;
- Evaluating the costs and benefits of different disposal methods; and
- Researching relevant technological changes and capabilities.

Some methods of disposal to ensure that the information cannot practicably be read or reconstructed that Quest Investment Management, Inc. may adopt include:

- Procedures requiring the shredding of papers containing consumer report information.
- Procedures to ensure the destruction or erasure of electronic media.

Privacy Notices

Quest Investment Management, Inc. will provide each natural person client with initial notice of the firm's current policy when the client relationship is established. Quest Investment Management, Inc. shall also provide each such client with a new notice of the firm's current privacy policies at least annually. If Quest Investment Management, Inc. shares nonpublic personal information relating to a non-California consumer with an nonaffiliated company under circumstances not covered by an exception under Regulation S-P, the firm will deliver to each affected consumer an opportunity to opt out of such information sharing. If Quest Investment Management, Inc. shares nonpublic personal information relating to a California consumer with a non affiliated company under circumstances not covered by an exception under SB1, the firm will deliver to each affected consumer an opportunity to opt in regarding such information sharing. If, at any time, Quest Investment Management, Inc. adopts material changes to its privacy policies, the firm shall provide each such client with a revised notice reflecting the new privacy policies. The Compliance Officer is responsible for ensuring that required notices are distributed to the Quest Investment Management, Inc.'s consumers and customers.

Quest Investment Management, Inc. ***Written Statement of Proxy Voting Policy***

Background

Proxy voting is an important right of shareholders and reasonable care and diligence must be undertaken to ensure that such rights are properly and timely exercised.

Investment advisers registered with the SEC, and which exercise voting authority with respect to client securities, are required by Rule 206(4)-6 of the Investment Advisers Act to

- (a) Adopt and implement written policies and procedures that are reasonably designed to ensure that client securities are voted in the best interests of clients. These policies must include how material conflicts that may arise between the adviser and those of the adviser's clients are addressed.
- (b) Disclose to clients how they may obtain information from the adviser with respect to the voting of proxies for their securities.
- (c) Summarize for clients the adviser's proxy voting policies and procedures and, upon request, furnish a copy to clients.

General Statement

Quest Investment Management, Inc. (Quest) acknowledges that as a fiduciary under the Employment Retirement Income Security Act (ERISA), Quest has the responsibility to manage assets in the best interests of pension trust participants and beneficiaries. Quest recognizes that proxies have economic value and proxies are voted solely in the best interest of the trust participant. In evaluating proxy voting matters, Quest considers those factors that may affect the value of the trust's investment and aims to vote in a fair manner in the best interest of trust participants or beneficiaries. The interest of trust participants will be paramount to those of Quest Investment Management.

Administration of Proxy Voting by Quest

A) Responsibility

- 1) Douglas Goebel, Vice President of Quest, has the responsibility for the implementation and monitoring of Quest's proxy voting policy, practices, disclosures and record keeping.
- 2) It shall be the responsibility of Monte L. Johnson, President, Quest Investment Management, Inc., to affirm that the proxy voting is in compliance with the Securities and Exchange Commission, Department of Labor, Trust guidelines and Quest policy.

B) Procedures

Quest has adopted procedures to implement the firm's policy and monitors its practices to ensure that the firm's policy is observed, properly implemented, amended and updated as appropriate.

- 1) Mr. Goebel shall receive a proxy from the trust custodian for each stock investment as of date of record. It is the responsibility of the trust custodian to deliver proxy materials in a timely manner. Quest utilizes ProxyEdge (Investor Communication Services division of ADP) for institutional proxy management. All employees shall forward any proxy materials received on behalf of clients to Mr. Goebel. Unless explicitly stated in the client guidelines or advisory contract, Quest will vote proxies for all accounts under management for which it receives a fee for advisory services, including sub-advisory or wrap accounts. In some cases, clients may elect to retain proxy voting authority.
- 2) Mr. Goebel will determine which client accounts hold the security to which the proxy relates.
- 3) Absent material conflicts, Mr. Goebel will determine how Quest should decide how each proxy item should be voted in accordance with applicable voting guidelines. Votes will be recorded for record keeping purposes and communicated to solicitor via ProxyEdge software.

- 4) Proxies deemed by Mr. Goebel to be high-impact, potentially contentious issues or issues where material conflicts of interest may arise will be presented to the Quest Investment Committee for voting decisions. Procedures for dealing with conflicts of interests are outlined in section E below. Examples of high-impact, potentially contentious issues would include, but not be limited to, the following matters:
 - Corporate governance matters (changes in state of incorporation, mergers, corporate restructurings, anti-takeover provisions)
 - Changes to capital structure
 - Stock option plans and management compensation issues
 - Social and corporate responsibility issues.

Decisions evolve around factors that may affect the value of the trust's investment and may not subordinate the interests of participants to unrelated objectives. Members of the Quest Investment Committee shall be experienced and trained in security analysis and portfolio management.

- 5) Any contact by vote solicitors shall be required to be in writing and shall be reviewed by the Quest Investment Committee.
- 6) Quest shall treat each proxy as an asset of the trust and shall maintain a high level of confidentiality, except for trustees and/or their representatives, as to voting decisions.
- 7) Proxies shall be voted in a timely manner before the meeting date so that submitted votes will be valid.
- 8) Mr. Goebel is responsible to monitor the effectiveness of any third-party entity contracted to assist in the proxy management process. Any deficiencies in the performance of a contracted entity will be reported to the Chief Compliance Officer so that a determination may be made if any action is necessary.

C) Voting Guidelines

- 1) In the absence of specific voting guidelines from the client, Quest will vote proxies in the best interests of each particular client. Quest's policy is to vote all proxies from a specific issuer the same way for each client absent qualifying restrictions from a client. Clients are permitted to place reasonable restrictions on Quest's voting authority in the same manner that they may place such restrictions on the actual selection of account securities
- 2) Quest will generally vote in favor of routine corporate housekeeping proposals such as the election of directors and selection of auditors absent conflicts of interest raised by auditor's non-audit services.
- 3) Quest will generally vote against proposals that cause board members to become entrenched or cause unequal voting rights.
- 4) In reviewing proposals, Quest will further consider the opinion of management, the effect on management, the effect on shareholder value and the issuer's business practices.

D) Recordkeeping

Mr. Goebel shall retain the following proxy records in accordance with SEC's five-year retention requirement.

- 1) Each proxy statement received and a record of how proxies are voted
- 2) Any created document that was material to making a decision on how to vote a proxy or that memorializes that decision.
- 3) A copy of each written request from a client for information on how Quest voted such client's proxies and a copy of any written response.
- 4) Policies, procedures and any amendments.

E) Conflicts of Interest

- 1) Mr. Goebel will identify any conflicts that exist between the interests of the adviser and the client by reviewing the relationship of Quest with the issuer of each security to determine if Quest or any of its employees has any financial, business or personal relationship with the issuer.
- 2) If a material conflict of interest exists, the Chief Compliance Officer, Mr. Monte Johnson, will determine whether it is appropriate to disclose the conflict to the affected clients, to give the clients an opportunity to vote the proxies themselves or to address the voting issue through other objective means such as voting in a manner consistent with a predetermined voting policy or receiving an independent third party voting recommendation. The interests of Quest's clients are paramount to those of Quest. This is the overriding principle in resolving material conflicts of interest on proxy matters.
- 3) In general terms, examples of potential conflicts of interest include, but are not limited to, the following:
 - The advisor or related company manages the pension plan for a company soliciting proxies.
 - The advisor or related company administers the employee benefit plan for a company soliciting proxies.
 - The advisor or related company provides brokerage, underwriting, insurance or banking services for a company soliciting proxies.
 - The advisor or related company manages money for an employee group.
- 4) It is the opinion of Quest Investment Management that the occurrence of such conflicts of interest would be infrequent due to the nature of Quest's business (i.e., no related companies providing brokerage, banking, etc.) and the composition of Quest's client list (i.e., primarily individuals, Taft-Hartley pensions and endowments).
- 5) Quest will maintain a record of the voting resolution of any conflict of interest.

F) Client Requests for Information

- 1) All client requests for information regarding proxy votes, policies, or procedures received by any employee shall be forwarded to Mr. Monte Johnson.
- 2) In response to any request, Mr. Goebel will prepare a written response to the client with the information requested, and as applicable will include the name of the issuer, the proposal voted upon, and how Quest voted the client's proxy with respect to each proposal about which the client inquired.

G) Disclosure

Quest will provide conspicuously displayed information in its disclosure document summarizing this proxy policy and procedures, including a statement that clients may request information regarding how Quest voted a client's proxies and that clients may request a copy of these policies and procedures.