

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
June 27, 2007

Present: Susan Brooks, Dan Elias, Paul Giese, Mark Hochman, Jack MacLean, Harriet Todd, Peter Sugar

Note: because Paul just had an operation, though he was present, Peter Sugar chaired the meeting (in the absence of Bill)

We discussed the following:

RFP

- The RFP is close to completion. Mark H added some commentary and these will be incorporated into the final version (which is attached to these minutes) – it is due to Mark Whitehead by the end of the day today
- There was some discussion as to how we may be able to proceed with our work during the summer while the RFP is still out there and the consultant proposals and interviews will not have taken place. It was agreed that this should not cause a delay for CHuG – we can still push forward and the consultant will provide any corrective commentary once he/she is on board
- A footnote: Paul had spoken with Judy Barrett and found out that a consultant's daily rate is between \$500-1,500 depending on the particular discipline and skill

Journal Article

- We have almost completed the work on this. We agreed that we will not reference any follow-up articles as we are not certain at this moment whether and when these may happen. We also do not wish to appear to be taking over the process, but are hoping our article will spark similar efforts from the other sub-committees.
- We agreed that Paul and Peter will complete the edits and will then forward the article to the SC for their comments if any, but sending the article to the Lincoln Journal by the end of this week (we will make contact with the LJ ahead of time and request an Op-Ed place, rather than a 'letter to the editor')
- We also agreed that a shorter article is better and will work hard to keep it below 700 words (see our final copy – attached)
- If we were to write more articles, we could look at what other towns have done under similar circumstances – this research could also be done during the summer

Consultant Selection

- This will most likely take place at the beginning of August, first arriving at a short-list, to be followed by the interviews. It was agreed that Mark, Bill and PS will be the three persons of our committee involved in this process with any two out of the three attending the appropriate meetings and interviews. It was also suggested that there should be a pre-meeting with the SC of our group prior to the interviews.

Summer tasks

- The main task will be to work with/interview the institutions (see earlier list/categories – attached)
- It was agreed that this work will be conducted by Harriet, Karen, Jack and Nancy, with some involvement also from Mark. The group will prepare an outline of how to go about the interviews: confirm the list of interviewees, what and how to conduct the questions and conversation (somewhat along the lines of what we did before we talked with other towns earlier in the process)
- Here are some points to observe:
 - Do not approach any of the institutions before knowing whether any of the other subcommittees are also doing so – we do not wish to step on any toes
 - The first contacts may well be rather informal and could be conducted through people knowing each other, rather than making a formal request
 - The first contacts will really be a way for us to learn the process and become better at it as we progress forward
 - It was also proposed that, after contacting a number of institutions (for which ones - see the list), we could have a focus group type of discussion, where many of the groups we would already have interviewed would come for a fuller discussion. (This is where Mark might be of great help)
 - It was also proposed that there would be a leader for such a discussion – David Forbes was suggested as a likely candidate

Next meeting: July 18 at 7:30 AM, to review our progress and any other issues