

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
October 31, 2007

Present: Paul Giese, Mark Hochman, Jack MacLean, Bill Stason, Harriet Todd, Peter Sugar

We discussed the following:

- We again reviewed the status of the C&H interviews: there still has not been a great deal of progress, primarily because of the difficulty in some cases of making the contacts; we will continue to persevere!
- Mission statement: we took up Bill's earlier suggestion of incorporating some of the goals and objectives into the statement, and being more specific about the latter. After some discussion we agreed that we should put the Mission Statement to rest as it stands at this time, and deal with our goals and objectives as we move forward with our work
- Survey (intended for the citizenry/public): we discussed:
 - The need to have some anchor questions which would then assist the responder in focusing on the various sub-questions
 - The length of the survey: we re-confirmed that the survey would be such that it can be responded to within 10-15 minutes - i.e. NOT TOO LONG (3-4 pages)
 - Most questions will be multiple choice and commentary might be restricted to a single place, say at the end of the survey
 - The demographic questions will be consolidated and condensed
 - The need to include all the other subcom's and get questions from them – even if they are not entirely ready for a complete input. It is recognized that there will probably more than one survey - as long as they are far enough apart in time, this should not create a problem
 - We need to think of a good title for the survey: in general, its major topic is governance. The survey also addresses volunteerism and we struggled with the issue of how best to encourage participants to become volunteers: creating a motivation for a willingness to work for the Town
 - We agreed to send our input to Mark with 'title' suggestions yet this week. Mark hopes to finalize the survey draft by our next meeting – it will then be sent to all the subcommittees and COG for their review and commentary
 - We also agreed to describe in a few words what each of our own motivation was when we agreed to become volunteers and take on a function within Town government and send these responses to Mark.
 - We discussed briefly how the survey will be sent to the citizens, how to encourage electronic responses, and how to ensure that there will be no duplication while hopefully including all adult members in a household
 - The survey will also be pre-tested before being distributed to the citizens
 - We need to see whether there is any funding available for data processing (which may run into a few \$1,000)
- Governance:
 - What should be the questions: it was agreed that some of them are probably superfluous and thus their number could be reduced. Bill and Harriet will work

- on the questions and will distribute a revised version. (This questionnaire, as opposed to the survey above, is focusing on Town Board/Committee members)
- We discussed whether the questions should be open-ended or more specific. There is some difficulty here as sometimes an open ended question produces responses which can be more helpful as they show some additional perspectives and ideas; at the same time, a specific question is easier to respond to
 - It was agreed that we will send out a written questionnaire as a first step and later conduct face to face interviews as appropriate. We also agreed that we should not restrict the questionnaires only to current board members, but would also involve past members – members who have left the boards Within the last five years. (Paul agreed to provide a list of names – say a total of 150 who will be sent the questionnaire)
 - The questionnaire will be distributed in about two weeks time
 - We (a small sub-group of CHuG: PG, BS, MH and PS) will work on the work plan/s immediately following our meeting

The next meeting will be held on 11/7/07, at 7:30 AM