

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
November 7, 2007

Present: Susan Brooks, Paul Giese, Nancy Henderson, Mark Hochman, Karen Keane, Jack MacLean, Bill Stason, Harriet Todd, Peter Sugar

We discussed the following:

- We reviewed the status of the C&H interviews:
 - LEAP: we are still waiting for LEAP to name two of its people for the interview
 - Churches: no progress as yet
 - MMNHP: we agreed on the date for the interview: 11/19: Mark H will, follow up
 - Thoreau: no progress
 - C of A: we are waiting for Karen Santucci to name her people; we have also informed the Facilities subcom: they will be represented by Fez Morse and Bob Sutherland
 - Garden Club: interview complete: write up to follow
- The Work Plan discussion:
 - The cover diagram is not quite accurate: in that the word 'Leadership' is misleading; it really covers only the leadership within CHuG and it applies to all the sub-headings: to keep the process moving forward and provide the intellectual basis for the detailed work; we struggled with possibly replacing it with some other word but we agreed eventually to stay with it
 - Once CHuG's work has been completed, it will be forwarded to the other subcoms and the Steering Committee; it was also noted that there is no reason why we cannot act as a 'prod' to others in the Master Plan process with our ideas
 - It was reiterated that what is critical is for all of us to push the document and then have TM adopt it – to be followed by implementation and not just a report to join others on the shelf
 - We discussed Bill's draft of the Goals and Specific Objectives. It was agreed that this draft could not be taken as a pre-conception prior to our doing the surveys/questionnaires. Thus, it would be better to call the draft our Hypotheses, and re-frame the points as questions rather than statements - questions to be explored through our interviews and follow-ups. Bill agreed to revise the draft into a question-type format
 - We agreed that separate line items/bullets should be included for tasks related to finance and historic assets (currently missing)
 - As part of the above, we should re-read a previous report dealing with finances (part of governance) which was produced by the C3PO committee, but which has not been implemented
 - The work plan will be revised after our meeting and hopefully will be submitted by the end of the day tomorrow to meet our commitment to the SC and COG. For the moment we will not indicate who on CHuG will do which task – this can be determined at a later date. We also reiterated that the work plan addresses

- primarily the period leading up the 2 February and will be revised/updated once we have received COG's comments
- Paul, Mark and PS will complete work on the draft of the work plan after this meeting
 - The questionnaire for Town Boards and Committees:
 - We reviewed the questionnaire as produced by Bill and Harriet. Generally it was approved. Some of the points which will need revisions: the ranking numbers: 5 being 'strongly agree and 1 being strongly disagree (a reverse of what had been initially proposed).
 - There were also points noted which needed better definition/clarification: e.g. how to define 'senior town management'
 - Under the factors which motivated people to serve: recruitment needs to be worked into the mix
 - With these revisions, we will test the questionnaire on 8-10 citizens who had served on boards/committees during the last few years – it was felt that such 'past' members could contribute through a better perspective in hindsight rather than currently serving members
 - We are slightly behind with our work – mostly because the effort we had to provide for the work plan. Thus certain tasks did not yet get completed – though were anticipated during our last (10/31) meeting (we will address these during the coming week): to quote:
 - 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 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)

Next meeting: 7:30 AM on 14 November (note: there will be no meeting on 21 November)