

Improving Governance Task Force

Meeting Date: 15 December 2023

Regular meeting on Zoom.

Members attending: Cynthia Mitchell; Andy Zaikis; John Christensen

Others attending: none.

Meeting called to order by the Chair, John Christensen at 4:04 PM, there being a quorum in attendance. Approval of the minutes for 1 December was postponed.

John presented the analysis pages of the first survey by screen sharing. Eighteen surveys had been submitted at the time of the meeting. This is fewer than we had hoped for. A public survey that gets 10% response is considered a success, but we hope for more since invitations were sent to every committee member, at least that was our plan.

The analysis pages show all results for each question, frequently in a graph. Our preliminary look didn't reveal any surprises, but some points are worth remarking: more than half of committee members have served before; materials are not always received in time to consider before the meeting of some committees; almost every responder thinks that committee members should be held to a standard.

It is premature to draw conclusions from a small sample, and especially with a bare quorum of the committee able to review them. A further analysis and summary will appear after a later meeting.

The committee discussed steps to take to increase the number of responses and the reason for the small number. The holidays certainly would have an effect—the timing of the rollout was not ideal. The distribution system was a little jury-rigged, with no certainty of contact.

A security feature of the survey itself may have depressed response. Survey Monkey recognizes the machine from which the survey was taken, and it will not allow another to be taken on that computer. Since many current committee members serve on more than one committee, they are blocked out from responding. Some investigation will show how much of a reduction we could expect to see.

We can see which committees have submitted no, as in zero, responses, but that might be attributed to the explanation above, or it may show a gap in the circulation method.

Ideas for increasing response include posting a reminder on the town website, and reaching out to committees that have not responded at all.

Review of the proposed Handbook was postponed until all members are available.

Meeting adjourned at 4:49 PM

Respectfully submitted,
John Christensen, chair.

Approved: December 29, 2023