

## Open UUA Committee

### Notes from February 27, 2013 Conference Call

The call began at 8:30 PM EST.

Attendees: Sam Trumbore, Chair, Cheri Cody, Dick Jacke, and Jennifer Carver. There were no observers.

Cheri agreed to take notes.

The call began with opening words and a brief check-in.

Discussion moved into the agenda items as follows:

#### 1. **Registering for GA and hotel**

Dick and Cheri are registered; Jennifer will decide dates following tonight's discussion. The committee will meet one or two times during GA – Saturday and maybe Thursday depending on schedules. Sam suggested trying to set an update session with Rev. Erik David Carlson at GA; Sam will contact.

#### 2. **Review of SurveyMonkey Questionnaire to Committee Chairs**

Jennifer created the SurveyMonkey questionnaire and sent it to the Open UUA Committee prior to the meeting. The committee praised the questionnaire and suggested some minor changes:

- Add "Go to Meeting" option in question about how committees communicate/meet
- Add "As needed" to question on frequency of meetings
- In introductory materials, state length of questionnaire and/or time required to complete
- Ask if committee chairs know their UUA staff liaison and how they distribute committee minutes and documents to that person
- Ways to document whether system is working – can be demonstrated when people can use website effectively and it's not too onerous. Others are aware of the work of the association.
- Jennifer added suggestions and re-sent a PDF of questionnaire for the committee to review the document as a whole and send any other comments or suggestions to her.

#### 3. **Next Steps for Survey Implementation**

When survey is ready for distribution, one committee member will send it out to the committee chairs. Dick agreed to revise his earlier letter to committee chairs to fit this purpose. In the meantime, the survey will be sent to a few people to test it and give feedback – one of those who will receive it is Nancy Lawrence. Jennifer will input the email addresses of the committee members.

Committee members are to review PDF document from Jennifer and send any suggestions by March 1, 2013.

**4. Communications Meeting for Committee Chairs at GA**

The committee discussed whether there was a way to attract committee chairs to a meeting on actions that create transparency at GA. Since there will be no formal training/orientation for new committee chairs, the committee considered some options such as using the Board's meeting room to present info on communications and have Kasey Kruser, UUA website manager, talk about what the UUA office can do. The committee also considered doing a webinar after GA given the time constraints of the GA schedule. It was discussed whether a webinar would be the Board's or staff's responsibility rather than this committee. Sam suggested working with Larry Ladd, UUA Nominating Committee, to do something jointly. Sam will contact Larry to see what plans Larry has in place.

**5. Meet with Moderator Candidates**

Nancy Lawrence recommended that this committee meet with moderator candidates prior to GA to determine their thoughts about openness and transparency. Sam will contact the candidates to set meeting times.

**6. Follow-up with Website Manager**

Two action items from the January 23, 2013 conference call that Sam will follow-up on are working with Kasey about how to put agendas/dates on website with links to Google docs and creating a Dropbox folder to test by posting the next agenda there. The committee discussed various options for being able to edit and post docs and also which options would allow two people to edit at the same time. The goal is to standardize a way for UUA and others to access outside documents but also give those who are posting docs options for sharing. Need to also know how docs are archived on the website.

**7. Next Meeting**

The next committee conference call will be April 22, 8:30 pm EDT. The committee discussed whether Skype or Google Plus (hangout room) would be alternatives for meetings. Sam will check with the UUA on any conference tools they have access to.

**8. Summary of Action Items**

- Sam will contact Rev. Carlson for meeting at GA
- Jennifer will send updated PDF of SurveyMonkey and committee will respond by Mar 1
- Dick will revise his previous letter to committee chairs to fit the format as an introduction to the SurveyMonkey questionnaire
- Determine who will receive test survey (no assignment on this)
- Sam will contact Larry Ladd regarding working with committee chairs
- Sam will contact moderator candidates to set meeting times
- Sam will follow-up with Kasey about website options
- Sam will check with UUA regarding conference tools available

**9. Meeting adjourned at 9:55 pm EST**

