

Linkage Working Group Agenda  
Thursday, April 18, 1-3 pm

Purpose: 1) review design for Thursday linkage work to insure everyone understands their role(s), 2) determine any last minute changes to Linkage presentations, 3) start identifying what we have learned about this linkage process, 4) discuss and assign roles for GA Youth and Young Adults events, 5) discuss the support needs for Linkage post-June (see attached), and 6) any other items that may need to be discussed

Agenda

- 1:00 Chalice lighting/reading Catherine  
Check in All  
Appoint process observer
- 1:20 Design for later Linkage Work (provided previously)  
Discussion/questions  
Roles – who does what?
- 1:45 Questions/input/revisions to Linkage presentations (2)
- 2:00 What have we learned so far?
- 2:15 Youth and Young Adult events at GA (Saturday, June 22)  
Young Adult “Open House” in Gini’s Suite 12:00 – 1:30  
World Café with Youth Caucus in Youth Caucus space 7:00 – 8:15  
pm
- 2:30 Linkage support needs (see below)
- 2:40 Other items?
- 2:50 Process observations
- 3:00 Adjourn

Length

2 hours

## **Support for Linkage**

The Linkage Working recommends two types of staff support for the down-sized board: a paid administrative staff person who sets up interviews and manages materials, and a volunteer skilled in sample selection, crafting surveys and interview guides, and analyzing results.

### **Administrative Staff**

Expected tasks/duties and time requirements

1. Set up interviews between UUA trustees and selected Source representatives. [Variable, for example expect 5-10 minutes of actual work per interview, spread out over several months. That suggests a 100 congregation sample would require 8 to 17 hours of work over several months. A World Cafe at General Assembly would require 1-2 hours of administrative support.]
2. Interface with District Presidents Association to provide materials needed for linkage with member congregations.

Skills

Professional telephone presence

Good written and oral skills

Organization and basic research skills (for example, to identify ministers and congregational presidents of select congregations]

### **Skilled Volunteer**

Expected tasks/duties and time requirements

1. Create interview guides and surveys for linkage with Sources, based on topics selected by Board. [6-8 hours per guide or survey, including testing]
2. Create collection mechanism for linkage feedback. [2-3 hours per survey]
3. If needed, create statistically valid samples of interviewees.
4. Analyze collected linkage and provide to Board. [depends on questions/survey]

Skills

Able to craft powerful questions and incorporate into interview guides.

Able to create and use collection and analysis tools like SurveyMonkey.

Enough knowledge of Sources to be able to select appropriate representatives.

Able to select statistically valid samples.