

memo

Unitarian Church in Westport

To: Board
From: Tom Croarkin
CC:
Date: 11/10/2014
Re: Town Hall Meeting Report

The first Town Hall Meetings went pretty well despite being somewhat sparsely attended. We had about 10-15 non-Board Members at each meeting

I made a presentation about the Town Hall Program and some of the major initiatives of the Board and the Congregation. I made sure we recognized the people who had done the Bring A Friend Day and the Auction and all the work being done by the Ministerial Search Committee. Then Chuck Colletti spoke in detail about The Lift.

When Chuck was finished we opened the floor to questions and comments. The questions were very respectful and the information we provided, including about The Lift, was well received. At each meeting questions about the Ministerial Search process came up and fortunately we had members of the Search Committee there to answer them.

The presence of multiple Board Members to support the presentation was really helpful both in terms of the ability to give accurate answers and providing a sense of Board unity.

The next Town Hall Meeting will be on November 23 with 10:15 in the East Wing and 12:15 in the Sanctuary. The planned topic will be Finance with Anne Khanna leading the presentation.

Suggestions for next Town Hall Meeting:

- Include in the announcements both the week before and day of the Town Hall. Maybe even every week until the event.
- Include in weekly e-blast the week of the Town Hall.
- Stand alone email the week before and two weeks before.
- Handouts for Finance presentation.
- Have one of us assigned to be a scribe to count attendance and record questions, etc.