




TOWN OF CHAPEL HILL

Fall Training Session for Advisory Board, Commission & Committee Members Agenda Saturday, September 17, 2011 9:30 a.m.

Agenda Item

 Viewing attachments may require [Adobe Acrobat](#)

[Welcome & Overview of the Day](#)

 [Agenda \(PDF\)](#)

[Advisory Group Basics](#)

- [Council Goal 1D](#)
- [Expectations, Responsibilities & Limits](#)
- [Communication Materials](#)
- [Questions](#)

 [Advisory Board Basics PowerPoint Presentation \(PDF\)](#)

[Local Government 101](#)

- [Understanding Council Manager Form of Government](#)
- [The Role of Advisory Groups](#)
- [Questions?](#)

 [Council Goals 2010-2012 \(PDF\)](#)

[Conducting Meetings/Ethics](#)

- [Setting the Agenda](#)
- [Calling & Conducting a Meeting](#)
- [Minutes](#)
- [Ethics & Conflict of Interest](#)
- [Questions](#)

 [Conducting Meetings/Ethics PowerPoint Presentation \(PDF\)](#)

[Open Meetings Law](#)

- [Notice Periods](#)
- [Closed Sessions](#)
- [Electronic Meetings](#)

 [Open Meetings Law/Public Records PowerPoint Presentation \(PDF\)](#)

 [Open Meetings Law/Public Records Quiz with Answers \(PDF\)](#)

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Public Records

- What are public records?
- Who maintains them?

Chapel Hill 2020

- Overview
- Role of the Advisory Groups
- Questions

 [Chapel Hill 2020 Kickoff Event Flyer \(PDF\)](#)

 [Chapel Hill 2020 Meeting Schedule \(PDF\)](#)

Wrap-Up

- Additional Opportunities for Advisory Group Learning & Development

 [Evaluation Form \(PDF\)](#)

Evaluation Advisory Boards Fall 2011



1. Were you made aware of the course objectives before the training?

		ResponsePercent	ResponseCount
Yes		90.0%	36
No		10.0%	4
AnsweredQuestion			40
SkippedQuestion			3

2. How well do you think that the training met these objectives?


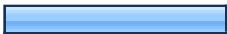
		ResponsePercent	ResponseCount
Very Well		41.9%	18
Quite Well		58.1%	25
Neither		0.0%	0
Not Very Well		0.0%	0
Very Badly		0.0%	0
Other (please specify)			18
AnsweredQuestion			43
SkippedQuestion			0

3. What were the most valuable things you learned during the day?





	ResponseCount
	39
AnsweredQuestion	39
SkippedQuestion	4

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

4. The training was delivered in an appropriate format for the objectives.




		ResponsePercent	ResponseCount
Strongly Agree		55.8%	24
Agree		44.2%	19
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			43
SkippedQuestion			0

5. The training required participation from the delegates.




		ResponsePercent	ResponseCount
Strongly Agree		20.9%	9
Agree		46.5%	20
Neither		27.9%	12
Disagree		4.7%	2
Strongly Disagree		0.0%	0
AnsweredQuestion			43
SkippedQuestion			0

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

6. The trainers covered the subject matter in an appropriate depth.



		ResponsePercent	ResponseCount
Strongly Agree		44.2%	19
Agree		53.5%	23
Neither		2.3%	1
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			43
SkippedQuestion			0

7. The training was relevant to my role.



		ResponsePercent	ResponseCount
Strongly Agree		57.1%	24
Agree		40.5%	17
Neither		2.4%	1
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			42
SkippedQuestion			1

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

8. The training will aid me when doing my role.

		ResponsePercent	ResponseCount
Strongly Agree		64.3%	27
Agree		35.7%	15
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			42
SkippedQuestion			1

9. I will use what I have learned.

		ResponsePercent	ResponseCount
Strongly Agree		52.4%	22
Agree		47.6%	20
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			42
SkippedQuestion			1

10. Is there anything about the training you feel could have been improved?



	ResponseCount
	29
AnsweredQuestion	29
SkippedQuestion	14

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012


11. Are there any changes you will make in doing your role as a result of this training?

	ResponseCount
	27
AnsweredQuestion	27
SkippedQuestion	16

12. Overall, how would you rate the training?

	ResponsePercent	ResponseCount
Excellent 	68.3%	28
Good 	31.7%	13
Average	0.0%	0
Poor	0.0%	0
Very Poor	0.0%	0
AnsweredQuestion		41
SkippedQuestion		2

13. Would you recommend this training to someone else?

	ResponsePercent	ResponseCount
Yes 	100.0%	42
No	0.0%	0
AnsweredQuestion		42
SkippedQuestion		1

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

14. Do you have any other comments or feedback to make?

	ResponseCount
	26
AnsweredQuestion	26
SkippedQuestion	17

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q2. How well do you think that the training met these objectives?

1	Needed more instruction on "Advisory"/Council interaction	Sep 19, 2011 10:32 AM
2	Very engaging (all speakers) and packed with great info.	Sep 19, 2011 10:30 AM
3	Presenters were experts	Sep 19, 2011 10:24 AM
4	Should have been organized with breaks	Sep 19, 2011 10:22 AM
5	Advisory group basics covered	Sep 19, 2011 10:21 AM
6	Presenters were very focused in each subject	Sep 19, 2011 10:17 AM
7	Well organized and documented - speakers consious of timing	Sep 19, 2011 10:10 AM
8	Very comprehensive education on local government and committees we had not gotten yet.	Sep 19, 2011 10:07 AM
9	Generally	Sep 19, 2011 10:02 AM
10	Clear & Thorough presentations	Sep 19, 2011 9:57 AM
11	Great range of topics & good speakers	Sep 19, 2011 9:43 AM
12	Opportunity for questions helped clear up confusion	Sep 19, 2011 9:41 AM
13	Very useful coverage of practical issues related to public meeting procedures, open meeting laws, public record laws.	Sep 19, 2011 9:40 AM
14	Concise, good range of topics	Sep 19, 2011 9:39 AM
15	All the presentations were excellent.	Sep 19, 2011 9:36 AM
16	Little Bit Boring..Sorry	Sep 19, 2011 9:29 AM
17	I asked for a list and it was emailed to me.	Sep 19, 2011 9:22 AM
18	Clear and concise	Sep 19, 2011 9:19 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q3. What were the most valuable things you learned during the day?

1	Procedures and open records info.	Sep 19, 2011 10:32 AM
2	Mayor's discussion of why we have the structure we have and implications.	Sep 19, 2011 10:30 AM
3	Open meeting issues.	Sep 19, 2011 10:27 AM
4	Role of council liaison. Understanding of "public mtg"	Sep 19, 2011 10:26 AM
5	How to conduct myself in my duties	Sep 19, 2011 10:23 AM
6	How government works from the Mayor.	Sep 19, 2011 10:22 AM
7	What constitutes open meetings & official records	Sep 19, 2011 10:21 AM
8	Specifics about open meetings; how Council works vs. how Gov. & Pres. work	Sep 19, 2011 10:19 AM
9	Public record rules	Sep 19, 2011 10:17 AM
10	Statutory requirements about communication	Sep 19, 2011 10:11 AM
11	Information on electronic communications/records	Sep 19, 2011 10:10 AM
12	How local government works; legal boundries & roles/responsibilities of boards	Sep 19, 2011 10:07 AM
13	Function of local govt	Sep 19, 2011 10:05 AM
14	Records & meeting procedures	Sep 19, 2011 10:03 AM
15	Many helpful clarifications of our legal obligations & limitations	Sep 19, 2011 10:02 AM
16	Reasons for Council-Manager form; Particulars of open meetings, records access	Sep 19, 2011 10:00 AM
17	Advisory Board roles as "Public Officials"	Sep 19, 2011 9:59 AM
18	All of it was valuable.	Sep 19, 2011 9:57 AM
19	The Mayor was very helpful in explainin the role of advisory baords	Sep 19, 2011 9:56 AM
20	Open meetins and records; Mayor's background	Sep 19, 2011 9:54 AM
21	The way the government is set up. The laws especially open meeting	Sep 19, 2011 9:53 AM
22	Review of public records	Sep 19, 2011 9:51 AM
23	Open meeting laws and public records information	Sep 19, 2011 9:49 AM
24	Increased awareness of governemnt proceese/regulations	Sep 19, 2011 9:43 AM
25	Constraints	Sep 19, 2011 9:41 AM
26	Key points on meeting procedures and open meetings	Sep 19, 2011 9:40 AM
27	The open meetings	Sep 19, 2011 9:37 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q3. What were the most valuable things you learned during the day?

28	Get involved	Sep 19, 2011 9:36 AM
29	The structure & limits of Town govt & meeting functioning.	Sep 19, 2011 9:36 AM
30	The specifics of open meeting/public records laws.	Sep 19, 2011 9:34 AM
31	Sunshine laws and ethics	Sep 19, 2011 9:32 AM
32	Board functions, definitions, & open mtgs laws	Sep 19, 2011 9:31 AM
33	Open Meetings Law/Mayor's discussion of local govt	Sep 19, 2011 9:30 AM
34	Role of Local Government.	Sep 19, 2011 9:29 AM
35	Govt. guidelines for meetings was very impactful. Also intro from Mayor	Sep 19, 2011 9:27 AM
36	Roles & responsibilities of boards - I would have liked multiple examples & scenarious presented. However to hit the point home.	Sep 19, 2011 9:25 AM
37	Application of the Sunshine Kaw and ethics & conflicts of interest uynderstanding the difference between council/manager type of govt vd state & federal models	Sep 19, 2011 9:22 AM
38	All	Sep 19, 2011 9:19 AM
39	Specifics on ethics, open meetings, procedures	Sep 19, 2011 9:17 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q10. Is there anything about the training you feel could have been improved?

1	More time or seperate day for Q+A	Sep 19, 2011 10:32 AM
2	Schedule was tight (understandably)	Sep 19, 2011 10:30 AM
3	A bit more down/break time. - so we will not miss content when we take a break - so we can meet & interact with other board members.	Sep 19, 2011 10:24 AM
4	No	Sep 19, 2011 10:23 AM
5	Schedule breaks	Sep 19, 2011 10:22 AM
6	More about quasi-judicial boards	Sep 19, 2011 10:19 AM
7	Well, it could have come earlier	Sep 19, 2011 10:17 AM
8	No	Sep 19, 2011 10:10 AM
9	Allow more time.	Sep 19, 2011 10:07 AM
10	No	Sep 19, 2011 10:05 AM
11	N/A	Sep 19, 2011 9:57 AM
12	It was a great overview but doesn't really help with my specific board - HSAB	Sep 19, 2011 9:56 AM
13	Seems there was an oppurtunity to provide specifics for different types of groups: OWASA, quasi-judicial	Sep 19, 2011 9:54 AM
14	No	Sep 19, 2011 9:53 AM
15	The new people on our advisory board did not attend, and they need the info the most. Consider training session for all new members be required upon appointment.	Sep 19, 2011 9:51 AM
16	Perhaps less time on manager/council governance system and more on ethics/conflict of interest. The latter was brushed over.	Sep 19, 2011 9:49 AM
17	Maybe more specific examples of issues/situations we may face.	Sep 19, 2011 9:43 AM
18	Unforutnate that SOG speakerz had to cut speaking short.	Sep 19, 2011 9:41 AM
19	More specifics on how the Town Council functions & makes decisions.	Sep 19, 2011 9:39 AM
20	I would have liked some practical information about holding effective meetings.	Sep 19, 2011 9:36 AM
21	Overall, great!	Sep 19, 2011 9:34 AM
22	Better time management	Sep 19, 2011 9:32 AM
23	Agenda sent out in advanced	Sep 19, 2011 9:30 AM
24	Little too much time on Open Meeting Law	Sep 19, 2011 9:29 AM
25	Longer sessions. So much great info shared longer sessions would have been	Sep 19, 2011 9:27 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q10. Is there anything about the training you feel could have been improved?

great. Look forward to the next one.

26	More depth on Board roles & responsibilities	Sep 19, 2011 9:25 AM
27	See below	Sep 19, 2011 9:22 AM
28	Needs to be mandatory for all boards.	Sep 19, 2011 9:19 AM
29	Very good general information. A little longer session is needed to go into greater depth	Sep 19, 2011 9:17 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q11. Are there any changes you will make in doing your role as a result of this training?

1	Better record keeping? Sustainability Committee does a great job already thanks to John R.	Sep 19, 2011 10:32 AM
2	Will use Council liaison more actively for discussion & 2 way communication. will be more assertive, may add my own agenda items more often.	Sep 19, 2011 10:30 AM
3	Just understand the big picture flow of meetings.	Sep 19, 2011 10:26 AM
4	No	Sep 19, 2011 10:23 AM
5	No	Sep 19, 2011 10:22 AM
6	Spend more time getting info & involving others	Sep 19, 2011 10:19 AM
7	No, but I will voice my concerns as our Board meets concerning our role as board members. Reminded even me that we are "Trustees" of the community	Sep 19, 2011 10:17 AM
8	More awareness of rules/regulations	Sep 19, 2011 10:10 AM
9	Minor differences in structure of agenda and how I run the meeting.	Sep 19, 2011 10:07 AM
10	Agenda and note taking strategies	Sep 19, 2011 10:05 AM
11	-More conscious of my role & responsibilities; -More knowledgeable of Ethics, records, mtgs	Sep 19, 2011 9:57 AM
12	I'll have to think on that one.	Sep 19, 2011 9:56 AM
13	No, but more confident about open meetings and records policies.	Sep 19, 2011 9:54 AM
14	I am more informed & feel more confident.	Sep 19, 2011 9:53 AM
15	Just heightened awareness - always good to have reminder.	Sep 19, 2011 9:51 AM
16	YEs.	Sep 19, 2011 9:49 AM
17	Yes.	Sep 19, 2011 9:41 AM
18	Procedural suggestions	Sep 19, 2011 9:40 AM
19	Better adherence to public meeting laws	Sep 19, 2011 9:39 AM
20	It's hard to say, but it's good to know.	Sep 19, 2011 9:36 AM
21	Think more about legal implications	Sep 19, 2011 9:32 AM
22	My role is better defined	Sep 19, 2011 9:29 AM
23	Pay attention to meetings with fellow board members, - no more than legally acceptable.	Sep 19, 2011 9:27 AM
24	I will request that at next Board mtg. We go over list of responsibilities on website & flesh out each point.	Sep 19, 2011 9:25 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q11. Are there any changes you will make in doing your role as a result of this training?

25	My role as a key part of our local govt i.e. as a govt official	Sep 19, 2011 9:22 AM
26	Yes! Be a better board member.	Sep 19, 2011 9:19 AM
27	Use of resources, greater confidence in approach and method.	Sep 19, 2011 9:17 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q14. Do you have any other comments or feedback to make?

1	More time for Q+A	Sep 19, 2011 10:32 AM
2	Very impressive morning! My thanks to staff who obviously prepared thoroughly. Packet was v. usefull, no fluff. George C. was terrific! I cam expecting to be bored. Now I'm excited.	Sep 19, 2011 10:30 AM
3	This is great - good impassioned presenters w/wonderful communication styles.	Sep 19, 2011 10:26 AM
4	Thanks!	Sep 19, 2011 10:24 AM
5	No	Sep 19, 2011 10:23 AM
6	Pls. have Staff Liaison give "Quick Report" to advisory Group Pls. encourage Staff Liaison to send minutes to advisory group in a timely manner. Can a Council Liaison member not attend 2 advisory group meetings per year? Thank you.	Sep 19, 2011 10:21 AM
7	Should strongly urge all board members to participate. Maybe offer it twice/yr?	Sep 19, 2011 10:19 AM
8	Convey in writing to ALL Advisory Board members (and commissioners too at the County level) that their role is to Inform the Council in a way transmit what is affecting the community, and IS NOT the place to advance a personal agenda, particularly if it relates to monetary gains related to work interests... An e-mail to all members will do, with a return gesture indicating that each recipieint read it.	Sep 19, 2011 10:17 AM
9	Suggest this info be made available on the Town website & for: -Committee members who could not attend -general public to better understand how the process works and their rights & limitations.	Sep 19, 2011 10:10 AM
10	Appreciate the keeping to time constraints.	Sep 19, 2011 10:05 AM
11	Good opportunity to learn details of basic civic duties, obligations & understanding of processes.	Sep 19, 2011 10:02 AM
12	Handouts are very useful.	Sep 19, 2011 10:00 AM
13	N/A Thank you for the morning refreshments!	Sep 19, 2011 9:57 AM
14	No	Sep 19, 2011 9:54 AM
15	You need to do this at least once a year.	Sep 19, 2011 9:53 AM
16	interest in ways chairs among boards could meet in training session periodically.	Sep 19, 2011 9:51 AM
17	I second the recommendation for special training for boards dealing with quasi-judicial matters, especially as it relates to public meetings : public records.	Sep 19, 2011 9:49 AM
18	Should be available every year to new board members.	Sep 19, 2011 9:39 AM
19	I thought this was a great first training, and hope that we do this for new board members every year.	Sep 19, 2011 9:34 AM
20	I'm glad the Town is doing this!	Sep 19, 2011 9:32 AM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q14. Do you have any other comments or feedback to make?

21	More meetings & discussions like this.	Sep 19, 2011 9:31 AM
22	Thanks	Sep 19, 2011 9:29 AM
23	I relocated here over six years ago and see this type of intro to govt important for folks who relocate to this area as a way to know the processes as well for Council, etc. and to consider their future involvement.	Sep 19, 2011 9:27 AM
24	Sub-group time to answer questions for quasi-legal boards & more time to ask the presenters specific questions in small groups.	Sep 19, 2011 9:22 AM
25	The phone call to come helped. Thanks. Quiz very helpful! Handouts helpful. Let folks know way ahead of thime what is going to be covered. This will help bring more folks out. Conitue this practice. Great for the town! Ana Lopez	Sep 19, 2011 9:19 AM
26	Looking forward to supplemental break-out sessions for individual boards and more detailed treatment of specifics. Also description of all the boards and their various charges. This last will help avoid duplication of effort among different boards.	Sep 19, 2011 9:17 AM




TOWN OF CHAPEL HILL

Fall Training Session for Advisory Board, Commission & Committee Members Agenda

Saturday, September 15, 2012

9:00 a.m.

Agenda Item

 Viewing attachments may require [Adobe Acrobat](#)

[Welcome/Overview of the Day/Housekeeping \(Jennifer Phillips, Community Participation Coordinator\)](#)

[Advisory Boards & 2012 Council Goals \(Mayor Kleinschmidt\)](#)

 [2012 Council Goals \(JPG\)](#)

[Advisory Group Basics \(Roger Stancil, Town Manager\)](#)

 [Advisory Board Basics Presentation \(PDF\)](#)

 [Advisory Board Basics Handout \(PDF\)](#)

[CH2020 The Road Ahead \(Mary Jane Nirdlinger, Director of Policy & Strategic Initiatives\)](#)

 [Implementing 2020 Presentation \(PDF\)](#)

Breakout sessions

A. [Effective Advisory Board Meetings \(Vaughn Upshaw, UNC School of Government\)](#)

 [Effective Meetings Presentation \(PDF\)](#)

 [Mason's Ten Principles of Parliamentary Law for a Citizen Advisory Committee](#)

B. Quasi-Judicial Proceedings (Ann Anderson, UNC School of Government)

 [Quasi Judicial Boards Presentation \(PDF\)](#)

Breakout sessions

A. [Open Meetings Law/Public Records \(Frayda Bluestein, UNC School of Government\)](#)

 [Open Meetings Law Public Records Presentation \(PDF\)](#)

 [Open Meetings and Public Records Quiz \(PDF\)](#)

 [Open Meetings and Public Records Quiz with Answers \(PDF\)](#)

B. Chair's Toolbox - Strategies for Keeping Discussions Focused and On Track (Vaughn Upshaw, UNC School of Government)

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

 [Chair's Toolbox - Strategies for Keeping Discussions Focused and On Track \(PDF\)](#)

[The Future of Advisory Boards in Chapel Hill \(Jennifer Phillips, Community Participation Coordinator\)](#)

 [Future of Advisory Boards Presentation \(PDF\)](#)

Evaluation Forms

Thank you!

Evaluation Advisory Boards Fall 2012



1. Were you made aware of the course objectives before the training?

		ResponsePercent	ResponseCount
Yes		96.9%	31
No		3.1%	1
AnsweredQuestion			32
SkippedQuestion			2

2. How well do you think that the training met these objectives?


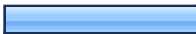
		ResponsePercent	ResponseCount
Very Well		47.1%	16
Quite Well		50.0%	17
Neither		2.9%	1
Not Very Well		0.0%	0
Very Badly		0.0%	0
Other (please specify)			15
AnsweredQuestion			34
SkippedQuestion			0

3. What were the most valuable things you learned during the day?


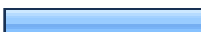


	ResponseCount
	30
AnsweredQuestion	30
SkippedQuestion	4

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

4. The training was delivered in an appropriate format for the objectives.



		ResponsePercent	ResponseCount
Strongly Agree		61.8%	21
Agree		38.2%	13
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			34
SkippedQuestion			0

5. The training required participation from the delegates.




		ResponsePercent	ResponseCount
Strongly Agree		21.2%	7
Agree		39.4%	13
Neither		33.3%	11
Disagree		6.1%	2
Strongly Disagree		0.0%	0
AnsweredQuestion			33
SkippedQuestion			1

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

6. The trainers covered the subject matter in an appropriate depth.



		ResponsePercent	ResponseCount
Strongly Agree		47.1%	16
Agree		52.9%	18
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			34
SkippedQuestion			0

7. The training will aid me when doing my role.



		ResponsePercent	ResponseCount
Strongly Agree		58.8%	20
Agree		38.2%	13
Neither		2.9%	1
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			34
SkippedQuestion			0

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

8. The training was relevant to my role.

		ResponsePercent	ResponseCount
Strongly Agree		61.8%	21
Agree		38.2%	13
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			34
SkippedQuestion			0

9. I will use what I have learned.

		ResponsePercent	ResponseCount
Strongly Agree		57.6%	19
Agree		42.4%	14
Neither		0.0%	0
Disagree		0.0%	0
Strongly Disagree		0.0%	0
AnsweredQuestion			33
SkippedQuestion			1

10. Is there anything about the training you feel could have been improved?




	ResponseCount
	19
AnsweredQuestion	19
SkippedQuestion	15

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012


11. Are there any changes you will make in doing your role as a result of this training?

	ResponseCount
	24
AnsweredQuestion	24
SkippedQuestion	10

12. Overall, how would you rate the training?

	ResponsePercent	ResponseCount
Excellent 	55.9%	19
Good 	41.2%	14
Average 	2.9%	1
Poor	0.0%	0
Very Poor	0.0%	0
AnsweredQuestion		34
SkippedQuestion		0

13. Would you recommend this training to someone else?

	ResponsePercent	ResponseCount
Yes 	100.0%	32
No	0.0%	0
AnsweredQuestion		32
SkippedQuestion		2

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

14. What types of training sessions would you like to see in future?

	ResponseCount
	21
AnsweredQuestion	21
SkippedQuestion	13

15. Do you have any other comments or feedback to make?

	ResponseCount
	20
AnsweredQuestion	20
SkippedQuestion	14

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q2. How well do you think that the training met these objectives?

1	The logistics + materials were well done.	Sep 17, 2012 3:57 PM
2	How to have effective meetings	Sep 17, 2012 3:52 PM
3	Good overview of procedures and requirements	Sep 17, 2012 3:51 PM
4	Good articulate presentations + _____(handwriting unreadable)	Sep 17, 2012 3:46 PM
5	breakout sessions - longer!	Sep 17, 2012 3:24 PM
6	Sessions could have talked about them.	Sep 17, 2012 3:23 PM
7	Could have been shortened	Sep 17, 2012 3:15 PM
8	This was extremely informative and well worth my time!	Sep 17, 2012 3:12 PM
9	More detail on specific legislative process + Boards' roles	Sep 17, 2012 3:08 PM
10	learned a lot!	Sep 17, 2012 3:04 PM
11	Combination of inspiration + information	Sep 17, 2012 3:02 PM
12	None at this time	Sep 17, 2012 2:57 PM
13	Wanted more info on other boards/committees	Sep 17, 2012 2:55 PM
14	How much research should be done so we have reasonable knowledge	Sep 17, 2012 2:53 PM
15	More detail on 20/20 as it relates to Bds Don't worry about going to the microphone.	Sep 17, 2012 2:46 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q3. What were the most valuable things you learned during the day?

1	Details of CH2020 Implementation	Sep 17, 2012 3:57 PM
2	Refresher: general overview	Sep 17, 2012 3:54 PM
3	to get good overview of how things work in local/town govt.	Sep 17, 2012 3:52 PM
4	About how to structure agenda & minutes	Sep 17, 2012 3:50 PM
5	Great general info on the boards and the day to day business	Sep 17, 2012 3:48 PM
6	Tools for effective Mtg. discussion, prep + impementation	Sep 17, 2012 3:46 PM
7	Information on open meetings/public records	Sep 17, 2012 3:29 PM
8	Common concerns/Needs of Boards + chairs across a range of issues	Sep 17, 2012 3:27 PM
9	Chairs meeting with IOG	Sep 17, 2012 3:25 PM
10	Open mtg. Public Records Session.	Sep 17, 2012 3:23 PM
11	Town goals, board guidelines, meeting efficiencies, public awareness needs + goals	Sep 17, 2012 3:21 PM
12	Plans for future implementation of CH2020	Sep 17, 2012 3:18 PM
13	2020 plans, Boards...reallianment	Sep 17, 2012 3:15 PM
14	Public records	Sep 17, 2012 3:13 PM
15	Open meetings law, Council goals	Sep 17, 2012 3:12 PM
16	Roles, 2020 road ahead	Sep 17, 2012 3:10 PM
17	-Quasi-Judicial PProcess + Guidance- Clear presentation by Ann A.	Sep 17, 2012 3:08 PM
18	Advise on running meetings, details of legal meetings/records	Sep 17, 2012 3:04 PM
19	open meetings requirements	Sep 17, 2012 3:02 PM
20	Great intro to open meetings law.	Sep 17, 2012 3:00 PM
21	Meeting protecal	Sep 17, 2012 2:58 PM
22	Quasi judicial proceeding	Sep 17, 2012 2:57 PM
23	Open records rules, effective meetings	Sep 17, 2012 2:55 PM
24	Helpful to hear about 2020 next steps and how Boards might be involved	Sep 17, 2012 2:54 PM
25	Board of Adjustment Quasi meeting	Sep 17, 2012 2:53 PM
26	Legal requirements, Public Records Law. Open Meetings Law.	Sep 17, 2012 2:51 PM
27	Details of public meetings & public records	Sep 17, 2012 2:48 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q3. What were the most valuable things you learned during the day?

28	Open Records Meeting techniques	Sep 17, 2012 2:46 PM
29	Relationships between Council/Committees/Staff	Sep 17, 2012 2:42 PM
30	Good to know how my actions/participation is viewed by public	Sep 17, 2012 2:39 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q10. Is there anything about the training you feel could have been improved?

1	It's intensive and tiring but in a good way. Could you do a shorter version twice a year? i.e. split it up into 2 parts.	Sep 17, 2012 3:57 PM
2	Acknowledge focus on the nature of board advising vs. making decisions	Sep 17, 2012 3:50 PM
3	More time for discussions on specific topics	Sep 17, 2012 3:25 PM
4	Longer/Depth	Sep 17, 2012 3:23 PM
5	Reinforce to boards that economic development within reason is good. Inform board members to understand that there is a cost to request presenters to return for 2nd + more presentations.	Sep 17, 2012 3:21 PM
6	This is probably unavoidable, but there was a lot of repetition from last years session	Sep 17, 2012 3:18 PM
7	More University info, updates...Better defined Orange Co.	Sep 17, 2012 3:15 PM
8	Would be nice to have smaller groups to encourage participation.	Sep 17, 2012 3:12 PM
9	can't think of a thing	Sep 17, 2012 3:10 PM
10	More focus on building understanding of town process vs. meeting skills	Sep 17, 2012 3:08 PM
11	No, well planned + executed	Sep 17, 2012 3:02 PM
12	The quality of meeting presentation is self-evident. Time could be spent better.	Sep 17, 2012 3:00 PM
13	Not really	Sep 17, 2012 2:58 PM
14	training was very informative	Sep 17, 2012 2:57 PM
15	more interaction, shorter, not as early	Sep 17, 2012 2:55 PM
16	To aid in audience questions & participation need to provide proper mobile microphones.	Sep 17, 2012 2:51 PM
17	More "real life" examples or case studies	Sep 17, 2012 2:48 PM
18	The need for participation was there. The environment prohibited.	Sep 17, 2012 2:46 PM
19	No	Sep 17, 2012 2:39 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q11. Are there any changes you will make in doing your role as a result of this training?

1	More forward planning and more proactive (not reactive) behavior	Sep 17, 2012 3:57 PM
2	Careful attention to open meetings/records	Sep 17, 2012 3:51 PM
3	better structure the agenda	Sep 17, 2012 3:50 PM
4	More crossmeeting between committee	Sep 17, 2012 3:48 PM
5	Work more closely, in advance, with our staff exec.	Sep 17, 2012 3:46 PM
6	More focus on better agendas + getting control of	Sep 17, 2012 3:27 PM
7	Yes	Sep 17, 2012 3:25 PM
8	Yes	Sep 17, 2012 3:24 PM
9	Work harder to ensure meeings run smoothly	Sep 17, 2012 3:23 PM
10	Driving meetign efficiencies, continue to improve listening.	Sep 17, 2012 3:21 PM
11	Focus more on 2020 implementation, metrics	Sep 17, 2012 3:15 PM
12	Will be more aware of how I communicate and how I participate in meetings.	Sep 17, 2012 3:12 PM
13	hopefully be more effective	Sep 17, 2012 3:10 PM
14	Not immediately clear	Sep 17, 2012 3:08 PM
15	Oh yes!	Sep 17, 2012 3:04 PM
16	more cognizant of role	Sep 17, 2012 3:02 PM
17	Push for electronic access to meetings	Sep 17, 2012 3:00 PM
18	Yes	Sep 17, 2012 2:58 PM
19	Be a participant in my committee	Sep 17, 2012 2:57 PM
20	Will be better informed	Sep 17, 2012 2:51 PM
21	Not particularly	Sep 17, 2012 2:48 PM
22	Hopefully better help the chair person	Sep 17, 2012 2:46 PM
23	Yes. Decision-making.	Sep 17, 2012 2:42 PM
24	No, only heightened awareness of rules is good	Sep 17, 2012 2:39 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q14. What types of training sessions would you like to see in future?

1	Some hands on facilitator training??	Sep 17, 2012 3:57 PM
2	Periodic Session Updates - to include sessions from elected officials (Mayor + Council Members) and Town Manager or Town Attorney	Sep 17, 2012 3:54 PM
3	trainnig on the overall process of decision making across all steps. Specifically on decisions other than development projects.	Sep 17, 2012 3:50 PM
4	Community participation relationship to advisory boards	Sep 17, 2012 3:32 PM
5	Specific orientations for new members + new chairs	Sep 17, 2012 3:27 PM
6	More for new members- make it a requirement as they start new terms.	Sep 17, 2012 3:25 PM
7	Data/assement training	Sep 17, 2012 3:23 PM
8	UNC Orange Co.	Sep 17, 2012 3:15 PM
9	More in-depth information on town structure, town policy-making, and legal requirements of advisory board members.	Sep 17, 2012 3:12 PM
10	It would be helpful to have a session/breakout specific to the planning board, as well as its interconnections with other boards	Sep 17, 2012 3:10 PM
11	More on legislative process, timelines + Board role More on strategic planning process + Board role	Sep 17, 2012 3:08 PM
12	Perhaps more in-depth on issues: running a meeting or open meetings/records	Sep 17, 2012 3:04 PM
13	Need to think about it, but, yes, there prob. are other very meaningful topics	Sep 17, 2012 3:00 PM
14	None to think of at this time.	Sep 17, 2012 2:57 PM
15	Town Codes	Sep 17, 2012 2:54 PM
16	I would like to obtain email the ppt presentations prior to training so can put notes in the appropriate place.	Sep 17, 2012 2:53 PM
17	It is worthwhile to repeat this. Recommend providing more handouts RE: Meeting Structuring Effective MTGS. RE: Public Records Law: Summary of Requirements and Records Retention timelines.	Sep 17, 2012 2:51 PM
18	I'd love to see more specialized trainings/workshops/webinars to address each specific board or subtype of boards	Sep 17, 2012 2:48 PM
19	I'd like to have the Comm Participation Coord. and the Dir of Policy & Strat. initiatives put together a vrief presentation for each Bd on 20/20 and how we are going to advance Bd. efficiency	Sep 17, 2012 2:46 PM
20	Meeting participation/focus	Sep 17, 2012 2:42 PM
21	Focus on individual responsibilities of board for within board.	Sep 17, 2012 2:39 PM

F. Agendas and Evaluation of Annual Advisory Board Trainings 2011-2012

Q15. Do you have any other comments or feedback to make?

1	Less carbs & more protein for breakfast. Maybe use the break room for the food (at least, as an overflow) Conf. room is not ideal for a buffet, due to space.	Sep 17, 2012 3:57 PM
2	Use hallway for breakfast mtg. 1st Floor Conf. Room Limited.	Sep 17, 2012 3:54 PM
3	This was Excellent! Thank you!	Sep 17, 2012 3:52 PM
4	PLE Continue these opportunities to have our skills in public affairs + Govt. committees	Sep 17, 2012 3:46 PM
5	Whichever re-structuring of Advisory Boards will be developed, it must consider the need of the community as a whole and the most efficient way to interact with Town Administration and government (Town Council). Is it possible to survey all? How do we reach sectors that do not "feel" the need of participating?	Sep 17, 2012 3:32 PM
6	THank you for the refreshments as well as the interesting sessions. Mayor Kleinschmidt's opening statement was a wonderful introduction to the session but also a lovely statement about government and its roles. Thanks also to Jennifer's organization	Sep 17, 2012 3:29 PM
7	Chairs/vice chairs should meet on a regular basis to discuss common concerns/needs	Sep 17, 2012 3:27 PM
8	Great job. Good timing. Excellent food + drink. More detail on how boards can work more efficiently towards Town goals, specific	Sep 17, 2012 3:21 PM
9	Thank you for offering this. It seems to be very valuable to those of us who just began our service.	Sep 17, 2012 3:12 PM
10	If it could be a little earlier per when new members join/start we could hit the ground running	Sep 17, 2012 3:10 PM
11	Good information but too much emphasis on basic, remedial group interaction skills vs. strategic alignment + forward priorities	Sep 17, 2012 3:08 PM
12	Good job	Sep 17, 2012 3:04 PM
13	System for recording questions. Perhaps just have speaker repeat question?	Sep 17, 2012 3:02 PM
14	Need follow up to open mtg. law	Sep 17, 2012 3:00 PM
15	Excellent. Thanks for the opportunity.	Sep 17, 2012 2:57 PM
16	Thanks!	Sep 17, 2012 2:55 PM
17	Email presentations would decrease paper.	Sep 17, 2012 2:53 PM
18	In general, a great training. Might be nice to add more/better chances for board members to connect with each other.	Sep 17, 2012 2:48 PM
19	Thank you	Sep 17, 2012 2:46 PM
20	No	Sep 17, 2012 2:39 PM