
DEVELOPING A WORK PLAN FOR THE REGIONAL COORDINATING COMMITTEE

INTRODUCTION

1. At the NEU general meeting (Boston, 1/5/09), we agreed, according to the best of my recollections, to establish a regional coordinating committee that (A) shall be accountable to our General Meetings, (B) that will aim to be geographically inclusive of New England United, and that (C) takes care of our administrative, financial and logistical needs.
2. Item C was framed especially in the light of facilitating our meetings. Additionally, I elaborated the following areas of work connected with item C that encompass (a) rationalizing our e-mail lists, (b) administering and maintaining our website, (c) preparing our meetings (d) organizing our contact/ mailing lists, (e) preparing financial reports. There seemed to be general assent to this list although I don't recall the specific language of the resolution. Additional tasks that come to mind include (f) responding to and/or directing e-mail inquiries received from our website, (g) identifying our working groups/committees, and (h) budgeting our fixed costs.
3. In addition to these mandates, I believe that meeting desired an politically inclusive and representative Regional Coordinating Committee (RCC). I also expressed the opinion that we can foster this by encouraging new people to take up important administrative roles. To underscore the point as strongly as possible, I also suggested that existing role players exercise a high degree of self restraint when it comes to take up tasks...even to the point of leaving necessary work UNDONE so as to encourage new participants to come forward. People who would normally volunteer to do work should consider spending that time recruiting and supporting others to perform the work. To that end, I will not be joining the RCC.
4. To foster discussion and to move us forward on the actual tasks needed to achieve the objectives (A), (B), and (C) listed in item 1, I would like to propose the following measures:

MEASURES & TASKS

E-MAIL LISTS

5. Produce a comprehensive lists of all current and inactive e-mail lists with the following information (where practical):
 - a. List name, function, administrator(s) with real name, e-mail address and phone contact information

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- b. Current status (active or inactive) and level of traffic
 - c. Archive location and accessibility (is it public, member only, administrator only?)
 - d. Administrative interface address and password information
6. Develop and propose a plan to consolidate the number of lists with an eye to increasing functionality, minimizing cross-posting, introducing consistency, maintaining access to our archives. We should also aim to close down inactive lists and automatically reply to any new, incoming e-mails with a set of simple, clear instructions about how to post to the appropriate active lists.
 7. Specific lists that we should archive and close down include the “events” list, the “mobilization” list and duplicate, obsolete lists on the NewEnglandUnited.org server.

MAINTAINING AND ADMINISTERING THE WEBSITE

8. Produce a list everyone with administrative and author privileges for the website.
9. Propose a plan for site upkeep and maintenance.
10. Identify high priority tasks for a future web team (updates, administration, archiving, etc.).
11. NEU should consider making a donation to the organization hosting the website.

CONTACT INFORMATION AND MAILING LISTS

12. Generate a database of contacts with name/affiliation/address/phone/e-mail information from:
 - a. Endorser list
 - b. Vendor & tabling lists
 - c. Individual donors
 - d. Inquiries received
13. Propose some guidelines for use of the database and protecting the privacy of folks on the list

FINANCIAL RECORDS

14. Consolidate all records, note location and responsible parties.
15. Produce a final statement/balance sheet for 2007.
16. Ensure that Regional Coordinating Committee has fully bank account information.

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17. Propose a policy for check signing, records, etc.

PREPARING OUR MEETINGS

NOTIFICATION

18. Send out e-mail notice of regularly planned meetings at least 2 weeks in advance, followed by a reminder 1 week before and then the day before. The most inclusive of our e-mail list should be used for this purpose.
19. Post an announcement of the upcoming meeting to the website.
20. Send out a request to allied organizations' list managers and webmasters to announce meeting

AGENDA & FACILITATION

21. Recruit a facilitator and propose an agenda.
22. The proposed agenda should go out with the 1-week-before-meeting announcement with a request that any feedback on the agenda be sent to the facilitator.
23. Ensure that there is a backup facilitator who is briefed on the meeting, its agenda and estimated attendance.
24. Over the course of several meetings, the pool of facilitators should reflect our political and geographical diversity.

MEETING & CONFERENCE CALL RECORDS

25. Consolidate the meeting notes from our previous meetings and place them on an announcements list as way to archive these.
26. Meeting notes should be taken that reflect the decisions of the NEU general meetings and working group conference calls.
 - a. These should be circulated on the relevant mailing lists and also kept centrally in an online archive.
 - b. The RCC should recruit a note taker in advance of each meeting (or develop a system of rotation of the duty that reflects our political and geographic diversity).

RESPONDING TO INQUIRIES

27. The RCC should rotate responsibility for responding to e-mail/form inquiries from our website.

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28. The website should contain a list of e-mail addresses or forms that will allow people to request information and receive timely responses.
 - a. This may include autoresponders for meeting location and travel directions, and other standard information.
 - b. We may want someone to work on a FAQ for the coalition.

WORKING GROUPS

29. The RCC should publish on our website a list of all current and inactive working groups.
 - a. It should list the convener(s), their contact information and a terse description of the group's objective
 - b. It should identify the group's e-mail list.
 - c. For inactive working groups, the dates of operation, objective and outcomes/achievements of the working group should be listed.

BUDGETING

30. We should establish a list of our routine costs. These may include:
 - a. Server hosting fee for website from binaryfreedom.info?
 - b. Petty cash for mailings?
 - c. Getting a regular conference call number for NEU calls

GROWTH & EXPANSION

31. The RCC should have at least 2 active representatives from each of the 6 states of New England.
32. The RCC should do active outreach before its conference calls to improve geographical diversity on its conference calls.
33. The RCC should develop an outreach list for each state of organizations that may be interested in joining the network.
 - a. The existing UFPJ membership list and other formations' lists should form the basis for this.
 - b. The outreach list should be updated through ongoing organizing, for example through the Winter Soldier support process, the preparation for the National Day of Action, the outreach/engagement for the conference.

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34. A priority list of organizations to involve should be suggested and contacted to improve our geographical diversity.