

## KPFA COMMUNITY ADVISORY BOARD MEETING MINUTES

**MEETING DATE:** June 23, 2013

**CAB MEMBERS PRESENT:** Alejandro Aranda, Judith Gips, Steve Martinot, Nancy Polin, Carol Wolfley, Ken Yale

### DECISIONS MADE:

- Next meeting date is tentatively Sunday, July 21, 11:00 – 1:00 p.m., pending confirmation by absent members. Proposed agenda will focus on the vision & strategy issues originally scheduled for today’s meeting, including 10 minutes for related presentation by Carol Pierson. Agenda will also include CAB agreements and next steps on survey.

<b>Action</b>	<b>Who is responsible?</b>	<b>By when?</b>
Assume Nancy’s responsibilities for CAB administrative coordination	Ken (Carol will also help with roster updates)	Ongoing as of 6/23/13
Confirm proposed July 21 CAB meeting date with absent members and forward date to Richard and Sabrina for public posting and announcements	Ken	6/28/13
Resend CPB compliance materials from Richard to CAB members who didn’t receive them	Nancy	6/28/13
Check in and outreach to absent CAB members	Steve & Carol	7/21/13
Liaison with Hep to follow up on getting survey data and correlations and report back to CAB at next meeting	Judith	7/21/13

### ADDITIONAL NOTES:

- **CAB Administrative Business**
  - It was announced that Jeffrey Dickemann resigned from CAB due to health issues.
  - The meeting was chaired by Carol, with notes taken by Ken.

- There was discussion about meeting attendees having difficulty getting access into the building for CAB meetings. The keypad code was given to members (not listed here for security reasons). Ideas were brainstormed for ensuring that the public can get in, but no final decisions were made. Suggested options included:
  - CAB member stationed by the door before the meeting begins
  - Recruit volunteers or interns to open the door
  - Put a phone number on the door during meetings connected to a phone in the meeting room
  - Install a door buzzer
  
- This was Nancy's final meeting as administrative coordinator, so CAB reviewed the major tasks she took responsibility for and appreciated her for her work. Ken will assume all of her responsibilities, with backup from Carol on the rosters:
  - Contact Sabrina with CAB meeting date at least 2 weeks in advance for web posting & announcements (be aware of fund drive dates)
  - Draft agenda, get feedback, prepare meeting materials
  - Ensure meeting roster is signed by all attendees and forwarded to Sabrina quarterly
  - Ensure that meeting minutes are taken accurately and forwarded to CAB and Sabrina quarterly
  - Maintain and distribute updated contact information lists
  - Periodically check the CAB mailbox and email account
  
- **CAB Survey**
  - Data entry and correlations have not been done. Judith will contact Hep, serve as liaison for taking next steps on survey, and report back at the next meeting