

Community Advisory Board (CAB) AGENDA & Minutes – August 25, 2018
Grassroots House, Berkeley, CA

- 11:00 1. Sign in CAB members present - MaryAnn, Richard Stone, Craig Dunkerley, all in attendance
- 11:04 2. Introductions of new CAB members (if any), and community members (voluntary) – one community member attended named Gail.
- 11:08 3. Assign meeting roles for any regular position holders who may be absent (Chair, Scribe/Minute Taker, etc.) – no changes
- 11:10 4. Additions or Modifications to the Agenda (**see item 11**); agenda approved
- 11:15 5. Community input time: Chair will ask any community members present if they would like their comments reflected in the Minutes (such inclusion is optional)...and whether they want their name included. If so, they will be asked to submit a written summary of their verbal comments before the end of the meeting to ensure accuracy.
No comment from community member.
- 11:30 6. Community Needs Assessment (CAN) Review – 2018 report
- A. Survey Monkey cart – Craig asked station several times to play the cart (i.e. taped message) more often. Board decided to extend the survey to Sept 21. Craig will have station re-record the cart and ask again that it be played more often. Deadline date will also be extended on Survey Monkey header for the survey.
 - B. Report on Survey Monkey results – MaryAnn reported 58 responses so far (last year was 300+)
 - C. Divvy up responsibilities for drafting of CNA –
 - 1) Craig will draft executive summary, and questions 3, 8, and 9
 - 2) MaryAnn will draft questions 1,2 and 6
 - 3) Richard will draft questions 4, 5, and 7
 - D. From next year on, Maria can pay for CNA Survey Monkey Survey with KPFA credit card by contacting Maria at KPFA
 - E. Board members discussed different ways to get the word out to listeners regarding the survey
- 12:00 7. Review new Policies & Procedures Binder – Craig delivered the new Policies & Procedures Binder initially prepared by Karen Nyhus, previous CAB member. Craig updated several forms and created a Table of Contents. He also put these revised/new documents on the flash drive Karen had prepared. MaryAnn shall take charge of the binder and be responsible for keeping it up to date. She will also store the box of miscellaneous CAB materials in her garage.
- 12:15 8. Listener Email to CAB – no report from Richard
(Any emails this month from listeners that we need to discuss and/or respond to?)
- 12:20 9. LSB meeting (July) – Report from Craig, substituting for MaryAnn
- A. Most of LSB meeting was taken up with discussion of the cancelation of Guns & Butter
 - B. LSB plans to check further into whether the show and its host were afforded due process, whether the management decision was consistent with KPFA’s mission, and whether there are program guidelines that were violated.
- 12:30 10. Grassroots House – update/report (if any): No news to report from MaryAnn
- 12:35 11. Items added to agenda (if not covered elsewhere)
- A. none
- 1:0012. Announcements: next meeting is September 22. This meeting was then adjourned.