

To: KPFA LSB  
Fr: Susan McDonough  
Re: Minutes from June 14, 2008 LSB & Delegates' Meeting  
Held at the Café de la Paz, 1600 Shattuck, Berkeley, 11am-4:45pm  
Dt: July 14, 2008

**Item #1: Call to Order**

Akio Tanaka	Dianne Enriquez	Sasha Futran
Ali Rezapour	Henry Norr	Shahram Aghamir
Anthony Fest	Joe Wanzala	Suerya Sayadi
Bonnie Simmons	Matthew Hallinan	Susan McDonough
Brian Edwards-Tiekert	Naji Ali	Tico Chacin
Chandra Hauptman	PhoeBe Anne	Tracy Rosenberg
Conn Hallinan	Sarv Randhawa	Warren Mar

**Item #2: Introductions and Announcements**

**Item #3: Absent LSB Members Excused:**

Andrea Turner, Sherry Gendelman, Lewis Sawyer, Noelle Hanrahan all excused.

**Item #4: Agenda Review and Approval**

Motion made and passed to add FSRN motion into the agenda after Item #12, approved unanimously.

**Item # 5: Minutes Review and Approval**

Motion made and seconded to accept minutes from 5/10/08 meeting. Unanimous approval.

**Item #6: Consent Calendar**

Item #1 pulled from Consent, then motion made to approve, second, passed unanimously. June LSB meeting will be held July 12, 2008, 11am-4pm in San Francisco at the ILWU #34 Hall, 4 Berry Street. Wheelchair access; parking. Immediately east of the downtown Ball Park, off Embarcadero.

*Note: mapquest is NOT accurate. The ILWU Local 34 (4 Berry Street) is off King Street near the intersection of 2<sup>nd</sup> street. Driving East on King, the hall is on your right, just before King becomes Embarcadero. Taking BART: get off at Embarcadero Station, then take the MUNI T-line or N-line to the Ball Park. Parking is available at the union hall.*

**Item #7: Public Comment**

Speakers: Max Blanchet, Dave Heller, Jim Weber, Steve Zeltzer, Richard Phelps, Mary Berg.

**Item #8: General Manager's Report**

KPFA STRATEGIC FRAMEWORK – presented June 14, 2008 by Lemlem Rijio, Interim General Manager, Sasha Lilley, Interim Program Director, and Michael Manoochehri, Website Director

*Executive Summary*

The commitment of our volunteers, the dedication of our professional and student staff, and the fiscal generosity of our community of listeners continue to help KPFA create a growing national and international reputation for programming excellence as a flagship broadcast medium for progressive news and culture.

In a time of extensive media consolidation, KPFA plays an extremely important role in informing and educating the public, impacting public policy and activism, as well as defining radio.

As an interim general manager of an institution with outstanding mission and history, it has been an honor to work with highly talented and dedicated staff and managers to grapple with the vast opportunities that exist and the various challenges the station faces as a public broadcasting agency. One of our major challenges is flat listenership and revenue since the huge surge in 2003.

To help offset flat listenership and revenue, in addition to remaining relevant in the face of changing technology, fierce competition on the airwaves and on the Internet, our team's central goal has been to create a diverse strategy that would achieve the following core, long-term goals:

Expand listenership

Expand coverage of issues pertinent to diverse, global communities

Expand KPFA's and Pacifica's capacity to multiple media platforms

Develop a sustainable fundraising and financial management plan

Today's presentation includes progressive steps we have made in the past two years towards achieving our core goals.

KPFA's finance, programming, engineering, and development departments, under the leadership of Lois Withers, Sasha Lilley, Michael Yoshida, and Michael Manoochehri continue to work diligently to expand the station's administrative, technological, and programmatic capacity.

**Motion:** That the KPFA LSB adopt the above report and help fulfill it.

**Item #9: Treasurer's Report:** Review Draft Budget

Preliminary review of the draft KPFA budget was presented by Brian Edwards Tiekert. KPFA Business Manager Lois Withers was present to answer questions. Draft budget was collected at end of meeting because it contains confidential information re: wages. Budget discussion will continue at the next LSB meeting.

**Special Order 2:00pm: Disability Access Report & Motion (CH)**

The KPFA Disability Access Report was presented to the LSB from members Leah Garner, Adrienne Lauby, Ruthanne Shpiner, Gene Shree, and Doyle Saylor of the Disability Access Committee and members from the show Pushing Limits. After hearing their reports, the following motion was made:

**MOTION:** To ensure compliance with the Americans with Disabilities Act (ADA), California's Unruh Act (CA Civil Code 51-51.3) the CA Building Standards Code (Title 24 of CA Code of Regulations), and in compliance with the Pacifica Mission of making the Network inclusive for all listeners, the KPFA LSB moves that the following disability access recommendations (including health and safety issues) proposed by the KPFA Disability Access Committee, be fully implemented by KPFA in FY2009 up to a maximum of \$10,000 according to priorities to be determined between station management and the disability access committee:

**No cost Items:**

- Identify and make available a disability access liaison as a "go to" person for people with access needs;
- Identify people who can pull music from music library, within 24 hrs of request, and make it available for disabled staff to ensure equal access to music;
- Mark rear exit door a fire door to ensure ADA compliance (health and safety);

- Relocate bike ramp and garbage cans to ensure wheelchair access to rear entrance door (health and safety);
- Reinstigate scent free policy and prominently place appropriate signage (health and safety);
- Ensure that any new construction (such as the restaurant building renovation) is completed with accessibility options integrated into the infra-structure; and
- Enable wheelchair access to conference room and kitchen area by rearranging or replacing furniture as needed.

**\$500 and under:**

- Conduct mandatory disability access sensitivity training for all paid and unpaid KPFA staff by 9/08;
- Provide and make available grabbers for access to high places in 4 high-use studios, the mailbox area and in the kitchen (\$10/grabber x 6 = \$60);
- Install Braille on buttons at entrance to elevator and on inside of elevator (health & safety);
- Add Braille signs at entrances to all 4 restrooms;
- Wrap hot water pipes in bathrooms (health & safety);
- Ensure that most common rooms and major studio electrical lights and switches are wheelchair accessible;
- Install blind-accessible VU metering software in newsroom and/or on-air studio;
- Improve hallway lighting for greater visibility (\$300) (health & safety); and
- Install transcription software (Dragon & Dictate) on 1 additional computer (\$200).

**Above \$500:**

- Make front entrance doors fully accessible by 12/31/08;
- Remove odor from elevator (health & safety);
- Install screen reading software (JAWS) on 1 additional computer (\$900); and
- Purchase/install one additional sit/stand workstation (Manual = \$1800; Electrical = \$7500).

Motion approved unanimously.

**Item #10: Committee Reports: GM Hire, Governance, Fundraising, PNB**

**Outreach:** Phoebe ANNE reported the next committee meeting will June 23 at 6pm. Tico Chacin has agreed to become the chair of this committee. Two motions below were approved unanimously. Phoebe Anne was thanked for chairing this committee.

1. Resolved, the LSB authorizes the outreach committee to sponsor a town hall meeting on the housing and foreclosure crisis in September 2008.
2. Resolved, the LSB authorizes the outreach committee to organize, in partnership with the City of Richmond, a town hall meeting on immigration issues.

**Governance :** Motion to approve the draft LSB self-evaluation process including minor changes may be submitted to Brian Edwards Tiekert within 7 days of LSB meeting (due June 21) and authorizes the Committee to make minor changes by unanimous vote. (See actual evaluation at end of these minutes)

**Fundraising:** Report from LSB participation in May Fund Drive -- \$1,908 was raised by the LSB (\$2,500 was the goal). Slightly more than half of the LSB did fundraising. Our goal is \$25,000 by the end of 2008.

**GM Hire:** Joe Wanzala put forward the following motion:

Resolved: Pursuant to Article 7, Section 3, of the Pacifica Bylaws, the Local Station Board, as a one time measure, shall forward the pool of candidates that have been thus far selected and screened by the General Manager Hiring Committee to the Executive Director for consideration for the general manager position. In light of the fact that KPFA has been without a permanent general manager for over two and a half years, we request that the Executive Director make the final appointment as soon as possible. The KPFA LSB further requests that the LSB secretary notify the executive director of the LSB's decision immediately.

No objections to the amended motion; unanimously approved.

**PNB Report:** Motion made & seconded: KPFA LSB formally opposes any move to borrow from KPFA's cash reserves to fund cash shortages in other parts of the network until the operating deficits in the network have been resolved.

Friendly amendment: KPFA LSB formally opposes any move to borrow from KPFA's cash reserves to fund cash shortages in other parts of the network until they demonstrate good faith efforts to rectify their operating deficits.

No objections to the amended motion; unanimously approved.

**Item #11: KFCF Report** – Ali Rezapour reported that he will no longer be the KFCF representative to the LSB as he is moving out of Fresno.

**Meeting Adjourned at 4:45pm**

Approved LSB Minutes June 14 '08 mtg

Text of KPFA LSB Self Evaluation Process presented at June 14 2008 LSB meeting for approval.

## **LSB Self-Evaluation Process**

### **Date & Task**

Day 1 Governance Committee Distributes Self-Evaluation forms to LSB

Day 23 Completed forms are due

Day 37 The Governance committee delivers compiled anonymous self-evaluation form results to the LSB.

Day 45 The LSB meets to discuss the results of the self-evaluation forms, and followup actions (if any).

### **Draft Board Member Self-Evaluation**

#### **Board Self-Assessment**

1) New Board members are oriented to the organization, including the organization's mission, bylaws, policies and programs.

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

2) The Board of Directors review the bylaws on a regular basis

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

3) The Board has an annual calendar of meetings and an attendance policy such that a quorum of the board meets at least quarterly.

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

4) Meetings have written agendas

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

5) Materials relating to significant decisions are given to the Board in advance of the meeting

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

6) The Board members receive regular training and information about their responsibilities

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

7) Board receives regular reports on finance/budgets

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

3 of 5 **KPFA LSB Self Evaluation Process—for LSB 6/8/2008**

8) Board receives regular reports on station performance

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

9) Board helps to set fundraising goals and is actively involved in helping with fundraising

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

10) Board regularly evaluates the General Manager

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

11) The roles of the Board and the General Manager are defined, with the General Manager delegated as the manager of the organization's operations and the Board focused on policy and planning.

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

12) If the organization has any related party transactions between board members

or their families, they are disclosed to the board of directors, the IRS and the auditor

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

13) The organization maintains a conflict of interest policy and all board members and executive staff review and sign to acknowledge and comply with the policy

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

14) Board Leadership is flexible, shifting in style to meet the needs of the situation

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

**4 of 5 KPFA LSB Self Evaluation Process—for LSB 6/8/2008**

15) Each member of the board feels involved in the Board's work

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

16) Decisions are made only after those with relevant knowledge or experience have participated

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

17) The Board deals with conflicts directly and constructively

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

18) I feel involved in the Board's work

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

19) The Board makes it possible for all members to participate

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

20) The Board responds and adapts well to changing circumstances

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

21) The Board shares the same understanding of where we are going

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

22) The Board sets goals

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

**5 of 5 KPFA LSB Self Evaluation Process—for LSB 6/8/2008**

23) Board goals are translated into clear plans with dates and accountability

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

24) Board regularly monitors and evaluates progress toward strategic goals

1 (not at all) 2 3 4 5 6 7 8 9 10 (always)

Comments:

General Comments: