

AGENDA and MINUTES of KPFA COMMUNITY ADVISORY BOARD (CAB) MEETING
held Saturday, November 12, 2016 from 8:30 to 10:30 AM
at KPFA 1929 Martin Luther King Jr. Way, Berkeley, CA 94704

CAB members present: Karen Nyhus, Robin House Collin, Michael Sukhov, Carol Wolfley. Richard Stone attending on the phone.

Community Members present: none

1) Introductions, read meeting agreements and time-sharing process statement
skipped

2) Review and approve agenda items; set times, roles and priorities

3) Community Input Time : skipped; no community members present

4) Community Needs Assessment Follow up

CNA on CAB website: decided to relocate link to document higher on page, add a section for past CNAs and post them (2002 and 2015 reports, which are all we have), and update the community feedback form and CAB member nominations form with correct CAB email address.

Proposals about next CNA: CAB will revisit both the questions on the community feedback form and the possibility of developing an electronic survey to match the paper form at next meeting. CAB members are to bring ideas about both to the next meeting.

5) CAB Membership

(a) Nominations follow-up: The CAB is losing one member, Carol Wolfley, in either December or January, as she was elected to the Local Station Board (LSB) and expects to be seated in the next two months. This leaves the CAB with four members, the minimum to satisfy CPB requirements. Two pending CAB member nominations could not be completed for inability to contact or receive completed forms from nominees. Two other prospective nominees are outstanding.

(b) Process for recruitment and processing of nominations; CAB recommendations regarding nominations. CAB members will continue to reach out to diverse individuals about becoming members, through on-air carts, the KPFA website, and attendance at diverse community events.

6) CAB email addresses, minutes, and ongoing CAB work

CAB email has been checked. But the CAB needs standard procedures for how to respond to different kinds of emails, for example, requests to post events to the community calendar. Carol will find the URL to refer such requesters to, and before the next meeting, Robin and Michael will begin drafting a list of types of emails we receive and protocols for how to respond to each. The CAB will finish these protocols at the next meeting, and then put an "auto-responder" on the email to immediately reply to senders with standard info about how we respond, and how to achieve tasks the CAB is unable to perform, such as posting events to the community calendar. The CAB will also post this email policy on the KPFA website's

CAB page.

Transition with CAB responsibilities including preparing agendas, checking the website for accuracy on CAB matters and posting of minutes and documents, connecting with outreach committee, managing Grassroots House rent payments and key:

Assigned Karen the task of preparing minutes for this meeting and the next agenda, and tabled the rest of role transition until the next meeting. Decided that CAB timeline for preparing and posting minutes is 3 days to prepare draft minutes and circulate to CAB members, 3 more days for CAB members to respond with edits, and 3 days thereafter to finalize and post the minutes.

CAB Party: tabled.

9. Announcements (5 MIN)

The CAB met today at 8:30 am to prepare for presenting our Community Needs Assessment to the LSB, but was not on their agenda. The LSB has pending urgent business to discuss, particularly what recommendations to send to the Pacifica National Board to deal with the fiscal/financial crisis at various stations and the network.

10. Next CAB meeting: December 18, 2016 11am – 1:00 pm, Grassroots House, 2022 Blake Street Berkeley.