

KPFA COMMUNITY ADVISORY BOARD (CAB)

Agenda and Minutes Saturday, January 14, 2016 11:00 am to 1:00 PM
KPFA, 1929 Martin Luther King, Jr. Way, Berkeley, CA

1) Sign in (CAB members and community members) (2 min.)

Karen Nyhus, Michael Sukhov, Robin Collin, Rich Stone (Via Phone) and Craig Dunbar (Cab Nominee)

2) Introductions; read meeting agreements; and time-sharing process statement. (3 min.)

3) Review and amend agenda items, order, and times; assign meeting roles (5 min.)

3) Community Input Time, with requests for written statements that may be included in minutes and/or completed community feedback forms (15 min.)

4) Community Needs Assessment Follow-up (30 min.)

(a) Final discussion of strategy/preparation for 2nd part of CAB presentation of its 2016 Community Needs Assessment (CNA) report at this afternoon's LSB meeting - summary of where preparation stands; identification/discussion of issues that need further clarification – Michael (20 min.)

- Source of our data for the preparation identified as 12 publicly noticed meetings, two community input events and 4 outreach events
- Ask LSB for their input and how CAB can support station
- Ask for their help as we plan our next needs assessment

(b) CNA on cab website: report-back on changes requested

Review purpose and goals of CNA (look at CPB language): (10 min.)

1. Round-robin on experience preparing CNA, lessons learned, wishes for future: (10 min.)

Has been completed

READ CPB Requirements

6 main responsibilities

Meet at regular intervals

Show up at regular meetings

Need racial diversity

Produce needs assessment

Review Programming Goals

Any other thing the LSB requests us to do

Advise LSB if station is serving community needs

Make recommendations

Goals need to delivered to CAB Annually

Second report due after receipt of Goals

Request Current Year program goals from station at LSB Meeting today

Work on edits quicker, version control start sooner have electronic survey and input organize two events, Compile as we go bring feedback form to diverse events from things CAB members go during the year. See fuller discussion next time Streamline data collection entry We have diversity in current feedback forms. Timeline should be assigned.

(C) Proposals for 2017 CNA:

Table of Contents reviewed - Look at whats useful and whats not
Purpose or goal and source for that section

CAB members input should be identified Rich willing to compile

Some items were summarized by editor rather than actual input

Task forces again = add back to agenda

Further discussion at next meeting regarding 2017 CNA

Electronic Survey should be used and the same as the paper survey ask station if they have
Survey Monkey account we can use

2. Review and change questions on community feedback form: (30 min.)
Bring to next meeting with each of the below retained on agenda
3. Assign making changes to feedback form, posting to CAB page
4. Assign preparation of e-survey to match feedback form: who and how? (5 min.)
5. Decide on date new form becomes effective and note on form: (2 min.)

4). CAB Membership: 15 min.

CAB reviewed recent nominations.

(b) Next steps for recruitment of new CAB members: who will do what (5 min)

Take people off CAB Email list and use of Google groups discussion Important that CAB play a critical role in hearing input and putting it to LSB We are part of the same team. Rewrite CAB Membership Card in English and Spanish

Table to next month more regular meetings to be decided and in diverse locations and following agenda items:

5). CAB Community Participation Meetings for 2017 – Preliminary discussion of purpose, possible formats and scheduling: (10 min.) Meetings the CAB Organizes to get public in to discuss KPFA as listener and member, Facilitative discussions, form Task forces

6). CAB email auto-reply (10 min): Michael and Robin get together on this before next meeting

- a. list types of emails and how to respond
- b. who will type up and set as auto-reply on our gmail, and send to web person
- c. who will post on CAB web page and how

7). Transitioning CAB responsibilities: who will do what? (15 min)

- produce and keep sign-in sheets (or discard after recorded in minutes?); hand-off (2 min)
- check CAB email address and respond (2 min)
- draft and circulate agendas (2 min)
- write and circulate minutes; minutes format (2 min) Get to group by Friday
- check website including home and CAB page; confirming minutes and next meeting posted (1 min)
- notice and make needed changes to forms; post online and circulate on email to CAB (1 min)
- connecting with outreach committee (explain what and why) (2 min)
- Grassroots House: keep key, communicate w/Greg, ensure payments (3 min)

8). Proposal for procedure for CAB endorsement/non-endorsement of nominees to the CAB – presentation and discussion – Michael (10 min.)

9. CAB Party (10 min)

- whether
- who would be invited? including members departed in 2015?
- when
- who will do what (tasks to make it happen)
- where

10. Announcements (5 min.)

11. Set next meeting date, time, location (5 min.) February 11, 2017 11-1 at KPFA