

KPFA CAB AGENDA and MINUTES – April 22, 2017 11:00 am – 1:00 pm
Grassroots House, 2022 Blake Street, Berkeley, CA

- 11:00 1. Sign in CAB members present - Robin, Mary Ann, Rich, Karen, Craig, Michael. Meeting began on time with a quorum; two members were late but present for the majority of the meeting.
- 11:04 2. Introductions of new CAB members (**none**), and community members (**Lawrence Cantwell**)
- 11:08 3. Assign meeting roles – Craig-Facilitator, Karen-Minute Taker, MaryAnn-stack, Michael-timekeeper
- 11:10 4. Additions or Modifications to the Agenda: added item 10 B; then approved amended agenda
- 11:15 5. Community input time: Lawrence Cantwell, an attorney, spoke about public vs. private courts (binding arbitration), changes in the prevalence of each, and lack of awareness of changes underway. CAB members confirmed that his goal was to get the station to cover the topic, and explained that while we do not have control over programing, we publicly post minutes for our monthly meetings, write an annual report to the station, and periodically report input we receive to the LSB. CAB members then invited him to submit comments in writing for these minutes while he was present (which he declined), after the fact (via our CAB email address, which he took and we encouraged him to consider visiting the LSB to speak during public comment, and to contact by emailing KPFA public affairs programs such as Flashpoints, Up Front!, Guns and Butter, and Project Censored, many of which solicit suggestions for topics to cover.
- 11:30 6. Discussion – Consider:
- A. Using Roberts Rules as a guide to conducting meetings – (as LSB does)
Rich will email to the CAB a one-page chart of Robert’s rules relating to decision-making.
Motion: Use Robert’s Rules as a guide for conducting our meetings, preserving the practice of “taking stack” (*i.e.* keeping track of who has raised hands to speak in order). 3Y, 1 N, 1 A abstention. Motion passes.
 - B. **Motion:** Review CAB “meeting agreements” (a previously existing CAB guidance document) only as needed, (i.e. when community members or new CAB members are present, or when requested by a CAB member) – Craig 5 Y, 0 N, 0 abstain – Motion passes.
 - C. **Motion:** To assign meeting roles for 3-month terms and, at beginning of each meeting, have a standing agenda item to determine how we will fulfill roles if the assigned person is not present) 4 Y, 0 N, 1 A. Motion Passes.
 - D. **Motion:** Task Minute-Taker with writing, then (upon request) reading CAB motions for clarity of discussion and minutes, including just prior to all votes. 5Y, 0 N, 0A. Motion Passes.
 - E. **Motion:** Task the maker of an approved motion with writing it up for inclusion in the minutes – after brief discussion, Motion withdrawn as motions are being written up in real time on computer by note taker.
 - F. Review the process of preparing, editing, finalizing and posting meeting minutes
Motion: Minute-taker and facilitator have 1 week to write a first draft. They then send it to the whole CAB for comment (1 week); the minute-taker incorporates edits (1 week) and submits to Robin for final proofreading, PDF-ing and posting with Miguel (1 week). Motion Passes unanimously 5Y-0N-0A.
- 11:45 7. Community Needs Assessment - tabled for lack of time until next meeting
- A. Obtaining Station 2017 Program Goals – Michael agreed to follow up on this with the General Manager before the next CAB meeting, and report back.
 - B. CNA Committee report – Michael - Tabled until next meeting
 - C. Diversity Outreach Committee report – Karen, Rich, MaryAnn - Tabled until next meeting
 - D. Defining “Community” - Tabled until next meeting
 - E. Next steps? - Tabled until next meeting

- 12:30 8. CAB Email – all items tabled for lack of time until next meeting
- A. Auto-reply, what’s been done so far (see rough draft) – Craig
 - B. Discussion
 - C. Who will finalize and set as auto reply wherever it is needed?
 - D. Any emails we need to discuss and respond to? – Robin & Michael
- 12:40 9. Grassroots House – update/report – MaryAnn – Nothing new to report.
- 12:42 10. Items added to agenda (if not covered elsewhere)
- A. Determine Pacifica/CPB requirements regarding open meetings – tabled for lack of time until next meeting
 - B. Possible role conflict between being on CAB and being involved in the KPFA news department?
Discussion: Need to ascertain facts: can one take news classes or be a news intern and CAB member at the same time? If not, what exactly is the prohibition, when would it be/go into effect, what are the consequences, and is this policy written down anywhere?
- ➔ Who will ascertain this? Mary Ann will research and report back to CAB.
- C. While MaryAnn is researching the issue noted above, Michael agreed to retain responsibility for obtaining a copy of the KPFA station goals for 2017, pursuant to the CAB being able to complete this year’s Community Needs Assessment.
- 12:50 11. CAB Party? – tabled for lack of time until next meeting
- 12:53 12. Announcements
- 1) Reminder: next meeting May 27: 2 members will be out of town, but we will still have a quorum.