

Agenda and Minutes
KPFA Community Advisory Board May 27, 2017
Grassroots House, Berkeley, CA
2022 Blake Street, Berkeley, CA 94704

- 11:00 1. Sign in CAB members present – Craig Dunkerly, Karen Nyhus, Mary Ann Thomas
- 11:04 2. Introductions of new CAB members (if any), and community members (voluntary):
N/A, although community member Alan Kiviat joined us later in the meeting.
- 11:08 3. Assign semi-permanent meeting roles (Chair, Scribe/Minute Taker, etc.): assigned.
- 11:10 4. Additions or Modifications to the Agenda (see item 10); then approval of agenda
Agenda approved, with decision to give time to CNA over remaining items if necessary.
- 11:15 5. Community input time: no community members were present at this time. Alan Kiviat signed the attendance form and was given a form allowing him to give written input to be included in the minutes, and explained its purpose. He declined to submit it.
- 11:30 6. **Annual CAB Community Needs Assessment (“CNA”)**
- A. Station 2017 Program Goals – report-back: Michael no longer being on the CAB, Craig spoke with KPFA Station General Manager Quincy McCoy, who referred him to someone who will help him get program goals, now that the fund drive is over. Craig will ask for the program goals, with the goal of getting them ASAP, no later than June 24th.
- B. CNA Committee report –Michael no longer being on the CAB, CAB instead asked Karen to report on the prior process for producing the Community Needs Assessment. Last year, the CAB held public meetings, formed task forces on issues of interest to attendees of those meetings (several of which continued to meet in person and/or on the phone), received written proposals from task force members and emails from members of the public about programming, and used the feedback form at our public events and at other community events. These multiple inputs were hard to summarize at all, let alone fairly or with fair attribution, so many were included in their entirety. The entire process was time-consuming for all concerned, favored those with more proximity, and/or will or time to put in, and the benefit to KPFA of all this activity and input was not certain.
- C. Diversity Outreach Committee report – Karen, Rich, MaryAnn. This committee is rendered moot by the decision to abandon the “research method” of preparing the CNA (see below).
- D. Reconsideration of new method to perform CNA (proposal to revert to old feedback form): The decision to use the feedback form had already been broached by a CAB member using it, for lack of a better instrument, at a recent KPFA event. CAB members discussed the difficulty in incorporating multiple different forms and formats of input, our limited CAB size, and the short timeline for completing the CNA, and decided to revert to using the feedback form, in a simplified version, and a matching online survey.

CAB members began editing the feedback form for simplicity and usefulness to the station; agreed to design an online survey to match (noting that free online surveys like SurveyMonkey may have a limit of 10 questions). Mary Ann took the feedback form to incorporate changes. She will rewrite and circulate for final comments, with June 15th a final deadline for changes.

Karen will find a survey platform and create the online survey; Mary Ann is willing to review and give feedback. It is unclear whether CAB will need station support to pay for a survey service, whether that would be forthcoming, or how long it would take, so CAB are trying to find a free platform that will suffice.

- E. Draft timeline and roles for CNA production - CAB reviewed the draft CNA production timeline prepared by Karen, working back from due date of October. With little time and now a smaller CAB with fewer experienced members, agreed to revert to using the feedback form, rather than external research, to inform the CNA.
- F. Defining “Community”: This decision is rendered moot like item C.
- G. Next steps? Next steps are included in discussion items and decisions above.

12:10 7. CAB Email Auto-reply: tabled for lack of time.

- A. what’s been done so far (see rough draft) – Craig
- B. Discussion
- C. Who will set up this auto-reply wherever it’s needed?
- D. Any emails we need to discuss and respond to? – Robin & Michael

12:25 8. Grassroots House – update/report – MaryAnn: tabled for lack of time.

12:30 9. CAB member recruitment - Karen: tabled for lack of time.

12:45 10. Items added to agenda (if not covered elsewhere)

12:50 11. CAB Party? : tabled for lack of time.

12:55 12. Announcements (reminder: next meeting **June 24**). No other announcements; tabled for lack of time.

1:00 13. Adjourn