

**CAB Agenda and Minutes– June 24, 2017**  
**Grassroots House, Berkeley, CA**

- 11:00 1. Sign in CAB members present - Robin, Mary Ann and Craig, + Rich via phone
- 11:04 2. Introductions of new CAB members (if any), and community members (voluntary) - None Came
- 11:08 3. Assign meeting roles for any regular position holders who may be absent (Chair, Scribe/Minute Taker, etc.) - In Karen's absence Robin agreed to be Scribe/minute taker.
- 11:10 4. Additions or Modifications to the Agenda (see item 9); then approval of agenda
- 11:15 5. Community input time - No community members came
- 11:30 6. Community Needs Assessment (CNA)

A. Station 2017 Program Goals – report from Craig, review Karen's analysis from previous meeting. The CNA is a Proforma document required by CPB. The CAB should allocate its time and energy to this project accordingly. Plan for gathering community input this year will be by online survey accessible through KPFA website and advertised by appropriate CARTS. CAB members can also distribute the same survey at events they attend.

B. Draft of feedback form (FBF) – report from MaryAnn

MaryAnn and Craig submitted possible drafts of an online survey. All, including Craig, liked MaryAnn's suggested survey questions best, but also voted to use the wording of additional CAB contact information at the bottom of Craig's draft. A grid of KPFA Programs will be added to the form. This edited form was approved by unanimous vote and will now be sent to Karyn who will input it into Survey Monkey. Richard volunteered to help organize and summarize listener feedback from the survey.

C. CART for on air advertisement of FBF...who does this...are we ready for it yet (need to finish FBF first).

Robin will draft cart language directing listeners to have input via the survey within two weeks (July 8, 2017). Also see agenda item 9 below.

- 11:45 7. CAB Email Auto-reply

A. What's been done so far (see rough draft) – Craig presented a draft of an auto-response which was edited adding that requests for Community Calendar additions must be from non-profit groups and must be submitted at least three weeks prior to event. Additional edits were made in the section regarding content of listener submissions.

- A. Who will set up this auto-reply wherever it's needed? - Craig will incorporate all approved edits and forward this to Robin who will set up the Auto response.
- B. Any emails we need to discuss and respond to? – Robin will forward to group any listener emails not covered by the new auto-reply message so they can be discussed at the next CAB meeting, but to help avoid confusion, only Robin will respond directly to listeners.
- C. Clarify all email addresses as well as google-group access and use - All members seem to be not receiving google group emails. Review with Karyn and test hopefully prior to next meeting.

- 11:55 8. Grassroots House – update/report – MaryAnn has the key and arranged for Maria NEgret to pay

every six months for CAB to meet there. Sharon Adams asked the Local Station Board ( LSB) to have money allocated to the CAB.

12:00 9. Items added to agenda (if not covered elsewhere)

CART language for CAB Membership and meeting announcement reviewed and it was decided we need three separate ones as clear and concise as possible. Robin will arrange a time to record once final versions are approved. She will circulate the current versions prior to the next meeting.

12:05 10. Announcements (reminder: next meeting **July 22**) - All good with the three members present

12:08 11. Adjourn