

KPFA Community Advisory Board
Agenda and Minutes for **October 28, 2017 Meeting**
at Grassroots House, 2022 Blake Street, Berkeley, CA 94704

- 11:00 1. Sign in CAB members present - (Robin): done.
- 11:04 2. Introductions of new CAB members (none), and community members (none).
- 11:08 3. Assign meeting roles for any regular position holders who may be absent (Facilitator: Craig. Scribe/Minute Taker: Karen. Stack: MaryAnn).
- 11:10 4. Additions or Modifications to the Agenda (**see item 11**); then approval of agenda
- 11:15 5. Community input time: No visitors.
- 11:30 6. CNA (Community Needs Assessment) Status
- A. Discussion of all CNA materials submitted by CAB members
Detailed discussion of CNA draft.
 - B. Next action steps needed to finish and submit CNA:

MaryAnn volunteered to put out the final draft (include all pieces, paginate). to be reviewed by everybody. Steps to that:

Everything needs to be sent to MaryAnn in final format by Nov. 4. Everyone can read for editorial corrections after. Until then, mass email any editorial comments to each other.

Pieces still outstanding:

- 1) Rich's piece: emailed his draft this morning before the meeting
- 2) Craig's piece: he will write an Executive Summary for the front of the document
- 3) Intro: Craig will edit and include in the Executive Summary
- 4) Online listener survey is closed, so we need to take link to it off CAB page – Robin will ask Miguel to do this.
- 5) Craig couldn't get link to 2016 CNA to work. Robin will check.

Timeframe:

- 1) By November 11th, MaryAnn will finalize/tidy this draft, and send out to CAB members for final review before our November 18th meeting (1 week later).
- 2) MaryAnn will bring this draft for final review by the CAB on November 18th.
- 3) The CAB will present the report to the LSB at their December meeting (they are not holding any meeting in November).

- 12:30 7. CARTS for membership & meeting announcements – report from Robin
Robin will ask the station to run our existing CAB membership recruitment cart on-air.

- 2:34 8. Listener Email to CAB – report from Robin
(Any emails this month from listeners that we need to discuss and/or respond to?)
No emails this month.
- 12:38 9. Last LSB meeting – Report from MaryAnn. No report
- 12:42 10. Grassroots House – update/report (if any) from MaryAnn. No report.
- 12:45 11. Items added to agenda (if not covered elsewhere): Items tabled for lack of time.
- A. Discussion held over from August meeting – Question: During the meeting, should we permit/have-an-option-for attendees to present relevant information to CAB members “off the record” (i.e. not for official inclusion in the minutes) but in a manner open to the public?
- B. Special Report on Feature Story News - Karen
- 12:55 12. Announcements
(reminder: next meeting **November 18 – not the usual 4th Saturday**)
- 1:00 13. Adjourn