

Community Advisory Board (CAB) AGENDA AND MINUTES – April 28, 2018
Grassroots House, 2022 Blake Street, Berkeley, CA 94704

- 11:00 1. Sign in CAB members present - (Robin): Grace, Robin, Craig, Rich, MaryAnn, Karen
- 11:04 2. Introductions of new CAB members (if any), and community members (voluntary) Carol Wolfley attended later in the meeting; community input time was adjusted to accommodate her (scheduled) presence.
- 11:08 3. Assign meeting roles for any regular position holders who may be absent (Chair, Scribe/Minute Taker, etc.)
A. Revisit meeting roles including LSB Liaison. MaryAnn staying as LSB liaison. Craig staying as facilitator; Rich as backup. Grace and MaryAnn as a team will do minutes. Rich will timekeep; Karen will take stack. Grace will be liaison for carts; Rich will be backup for her. Robin will train them both. Robin will send a list of (all tasks) she does for CAB and how she does them. Karen will find CAB procedures document in email from Carol when she left and edit that to create a living “CAB procedures” document containing decisions going forward. CAB will post a link to this doc (once updated) on the website.
- 11:10 4. Additions or Modifications to the Agenda (**see item 12**); then approve of agenda. Done
- 11:15 5. Community input time: Chair will ask any community members present if they would like their comments reflected in the Minutes (such inclusion is optional)...and whether they want their name included. If so, they will be asked to submit a written summary of their verbal comments before the end of the meeting to assure accuracy.
Community member who emailed the CAB re: Guns & Butter and anti-semitism: our auto-reply suffices as a response and s/he did not come to give community input. See also item 9A below.
Carol Wolfley not present yet; tabled to item 9.
- 11:30 6. Review of Community Outreach Discussion from last meeting
A. KPFA Community Outreach Team email list – discussion of logistics of outreach.

Decided: CAB will have a standing agenda item for outreach on our monthly agenda. Still need to decide whether “outreach” should be a subcommittee, or considered core work of the CAB (that everyone works on); decided it depends on how the email lists are going to be handled; we will wait for input from Carol on that. Meanwhile we will continue to discuss goals, strategies, and methods for outreach.
Carol can bring outreach materials (fliers, etc.) to CAB meeting to resupply outreachers far from Berkeley.

3 tabling concepts:

- (1) tabling at KPFA events – covered by long-time outreach workers the station manages.
- (2) Tabling at (non-KPFA sponsored) community events
 - a. Need someone like Barb to coordinate (“bottom-line” the event): not having to go themselves, but ensure rep can do physical items necessary (schlep table, get materials, popup tent if necc, etc.)
 - b. Just carrying a bag, coordinating with others about handing out, maybe standing at door, meet up after and debrief (a buddy?). Separate liaison for this from (a)?
- (3) Overall liaison for outreach – Carol? Yes, for now. CAB should/can not take on *managing* outreach.

The CAB is developing separate documents for outreach at non-KPFA community events. Contact CAB for details or to become involved.

- B. What specific Teams might we want to set up under the umbrella of the Outreach Committee and what should their assignments/goals be? Examples:
 1. Website Update Team,

2. Literature Update Team,
3. University/High School Outreach Team,
4. Senior Center Outreach Team,
5. other Community Organizations Outreach Team (ala MaryAnn's description),
6. Tabling Team (developing strategies for interacting with public, determining which events to table at, determine who will staff them), etc.

C. Brainstorm - Other ways to reach out to community; effectiveness of tabling.

12:00 7. CNA Review –

A. Updating survey Questions by May CAB mtg so we're ready for online survey from June through August per January minutes (Karen)

Karen will send out last year's survey Qs, all CAB members will review before next meeting and bring proposed edits in writing. Review last year's mini flier.

B. CART for this year's online survey

12:10 8. CARTS for Community Outreach, membership & meeting announcements – Robin

CAB have not heard carts for membership or our meetings lately.

Grace will record a new CAB membership cart.

12:20 9. Listener Email to CAB – report from Robin

(Any emails this month from listeners that we need to discuss and/or respond to?)

A. Debbie Bayer email about Guns and Butter (also see item 5 above): Craig will reiterate #4 of our auto-response (that she is welcome at any CAB meeting during public input time).

B. Auto response (Craig): Craig format revisions but they don't work technically. Rejected.

C. Adding an encouragement to donate (Karen): tabled

Need to indicate clearly what we do with various forms of input (for next agenda)

Rest of meeting tabled for lack of time. Meeting adjourned at 1:03 pm.

Next meeting May 19 from 1-3 pm (not our usual time) at Grassroots House, 2022 Blake Street.

12:30 10. Last 2 LSB meetings (March and April) – Report from MaryAnn

CAB has received positive feedback from LSB and community members about the CNA.

12:40 11. Grassroots House – update/report (if any) from MaryAnn

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

A. CAB nominee – Julie Motz (Karen)

B. Email auto-response – See item 9B above

C. Thom Hartmann (Craig)

12:58 13. Announcements

1:00 14. Adjourn