

KPFA COMMUNITY ADVISORY BOARD MEETING MINUTES

MEETING DATE: July 21, 2013

ATTENDEES: CAB members present: Robin Collin, Reggie Davis, Judith Gips, Steve Martinot, Mary Prophet, Carol Wolfley, Ken Yale (quorum requirements of at least 5 of 10 CAB members present are satisfied). Guests present: Hep Ingham, Carol Pierson, Nancy Polin

DECISIONS MADE:

- The next CAB meeting was confirmed for Sunday, August 18, 11:00 – 1:00 at KPFA. Primary agenda items will be continuation of the discussions on the CAB survey and on “CAB’s vision, strategy & relationships.”
- A long-term CAB meeting schedule was tentatively established. CAB meetings will be held on the 3rd Sunday of every month, from 11:00 to 1:00. However, at each meeting we will do a final confirmation of the date for the following month, just in case there are any unusual circumstances that would require a change of date. Placement of agenda items can be rearranged if someone needs to leave early.

Action	Who is responsible?	By when?
Work on the Survey Subcommittee to complete data processing, including: • get remaining survey data from Rahman • process all remaining data • notify Ken if needed to research options for professional support	Judith & Reggie	by 8/18/13 CAB meeting, if possible
Prepare a document for next meeting about approaches and strategies of other CAB’s	Carol Pierson will send to Ken	8/18/13
Check with East Side Arts Alliance about whether CAB can meet there	Robin	8/18/13

ADDITIONAL NOTES:

Welcome & Introduction

- The meeting agenda was reviewed and adjusted.
- CAB members introduced themselves and shared some things they wanted everyone to know about them, since 6 of the 10 members are new, and some members were meeting each other for the first time.

Community Agreements

- CAB members began discussing community agreements to support safe, productive meetings and relationships between board members.
- “Community agreements” were defined as “a consensus on what every person in our group needs from each other and commits to...in order to feel safe, supported, open, trusting and productive... SO THAT we can serve KPFA and its listening communities well, do our best work, and successfully achieve our common vision and purpose.” Agreements can be relational (i.e., about how people treat one another) or operational (i.e., about the procedures used in the group’s meetings and activities).
- It was noted that community agreements are not rules imposed by an authority, but rather come from a consensus of all members of the group, based on what all members want from each other and are willing to commit to themselves.
- CAB members brainstormed some preliminary proposals for community agreements, but did not try to reach consensus on them yet given time limitations. These included:
 - regular, timely meeting attendance; notify the group in advance if you will be late or absent; honor the need for a quorum (50% of members)
 - be flexible and aware of other people’s life commitments and multiple roles
 - respect each other’s time; start and end meetings on time; use a timer for agenda items
 - follow through on what you say you’ll do; let someone know if you can’t; respond promptly to communications
 - be open minded
 - careful, open, non-judgmental listening
 - respect each other’s words and thoughts; speak and act respectfully
 - engage in equity conversations (i.e., productive conversations about race, class, gender, sexual orientation, power, privilege, etc.)
 - assume positive intent
 - active participation
 - step up or back as needed so all voices can be heard
 - rotate meeting roles among those who wish to assume them
 - ask for what you need
 - work as a team for timely conflict resolution
 - find common ground to move forward
 - collaboration, cooperation, teamwork for productive results
- After the brainstorm, discussion followed about the need to balance flexibility for people’s other life commitments with accountability toward other CAB members for our shared work. Members agreed about the importance of being understanding about each other’s life circumstances on the one hand, while being responsible to CAB by respecting each other’s time, following through on commitments, and letting someone know in advance if there is a problem.
- The next meeting date and time was set and a long term meeting schedule was established (see the “Decisions” section of the minutes above).

CAB Survey

- We reviewed the history and current status of the CAB survey.
 - Surveying began in fall, 2011, and ended in December, 2012. Surveys were collected for more than a year, and deadlines extended twice.
 - Approximately 750 surveys were collected on paper and online. Some questions had single word answers; others had longer text.
 - All single word answers have been entered, except we're not sure about the number of surveys Rahman has and whether data has been entered for those surveys.
 - Reimbursements for data entry have not yet been paid by the station to Judith.
 - The longer text free-form questions have not been entered. Hep estimates that there are 130 lines of verbiage still to be entered.
- Hep delivered all of the paper surveys except those that Rahman has, and they were given to Judith for safe keeping.
- An option was suggested that rather than trying to code and synthesize the free-form text questions, they could be included in their entirety within an addendum to the survey report. No decision was made yet on this possibility.
- Judith and Reggie volunteered to form a subcommittee to finish the data entry and processing, hopefully by the next CAB meeting. If they need professional support to complete the work, they will contact Ken and let him know how much time is required so he can check with some professionals he knows and research what kind of budget would be necessary.

CAB's Vision, Strategy & Relationships

- CAB members were joined in this discussion by former CAB member Nancy Polin, and Carol Pierson, retired President/CEO of the National Federation of Community Broadcasters
- We began addressing the following guiding questions, focusing especially those in Part 1, and some in Part 2. Discussion will be continued over at least the next two meetings:
 - *Part 1: What is CAB's formal charge according to the Corporation For Public Broadcasting and Pacifica? Given this, what outcomes do we realistically hope/expect to accomplish through our work in CAB over the next 2 years?*
 - *Part 2 (to be continued next meeting): How does CAB need to be in relationship to KPFA and to our listening communities in order to accomplish these desired outcomes? To what extent has CAB currently developed these necessary relationships? To what extent is CAB's work currently perceived as useful and practical by the KPFA staff and community?*
 - *Part 3 (for next meeting): What actions would be most likely to result in CAB successfully achieving our desired outcomes? Why do we believe these are the most effective and strategic approaches for achieving our goals, given our discussion in Parts 1 & 2?*

- It was noted in the discussion framing that groups often jump right to strategies and activities without first establishing clarity and consensus about a broader purpose and vision of what they are charged to do and hope to accomplish. Also, as a community advisory board rather than a decision making governing board, CAB's impact depends not only on a good plan of activities, but solid relationships with both the station and the listening communities. By focusing discussion first on the guiding questions in Parts 1 & 2, we hope to have a better context and criteria for deciding which strategies would be most important to work on together over the next several years. We also framed today's discussion with the question: "if our work as a CAB is successful during this term, what do we hope would be true by 2015?"
- We first reviewed a document about CAB's formal charge under the Communications Act and a Pacifica National Board resolution:

Excerpts from the law, Section 396(k)(8) of the Communications Act:

- "Funds may not be distributed pursuant to this subpart to any public broadcast station...unless such station establishes a community advisory board...CPB may not distribute any of its funds to any community-licensed public broadcasting station that does not have an advisory board which meets the requirements of the law."
- "The board shall be permitted to review the programming goals established by the station, the service provided by the station, and the significant policy decisions rendered by the station. The board may also be delegated any other responsibilities, as determined by the governing body of the station. The board shall advise the governing body of the station with respect to whether the programming and other policies of such station are meeting the specialized educational and cultural needs of the communities served by the station, and may make such recommendations as it considers appropriate to meet such needs."
- "The role of the board shall be solely advisory in nature, except to the extent other responsibilities are delegated to the board by the governing body of the station. In no case shall the board have any authority to exercise any control over the daily management or operation of the station."
- "The law...stipulates that the board shall advise the governing body of the station and therefore must be distinct from and independent of the governing body. The purpose of the advisory board is provide a vehicle for effective community input to the station's governing body about station programming, community service and impact on the community from the station's major policy decisions."

Excerpts from Pacifica National Board Resolution, 12/11/09

- "The station management shall produce a document stating programming goals for the station and submit it to the CAB for review no later than May of each year. The CAB shall also conduct a community needs assessment ('CNA')."
- "The CAB will prepare a report, based on the CNA, advising the governing body of the station on whether the programming and other policies of the station are meeting the specialized educational and cultural needs of the communities served by the station and whether the station is meeting its programming goals. This report and the CNA shall be presented to the LSB no later than October of each year."

- “The LSB and CAB should coordinate their schedules to ensure that the CAB members, or designated representatives from that body, may present this report to the LSB, and discuss its findings, during a regularly scheduled or special meeting of the LSB.
- A summary of some key ideas that have emerged from the discussion so far:
 - To fulfill our formal charge, CAB needs to do effective outreach to and collect input from the diverse communities served by KPFA. This community feedback, including the survey we are currently working on, should be delivered to LSB, station management and programmers to help assess the effectiveness of the station in meeting community needs through its programming and policies.
 - If CAB’s work is successful in the next term, by 2015 the station will be in better communication with and better informed by all the communities it serves, and will address the needs of those communities more effectively.
 - We need to look more closely at how we are defining these “communities”, especially now that the audience has expanded via the internet.
 - Programming goals have not been provided to CAB in recent years and need to be obtained from station management. LSB and staff could be taking better advantage of what we have to offer. We need to let them know we are an asset and can help them.
 - CAB meetings are announced, posted on the website and open to the public, but few people attend who are not CAB members. Our meetings at KPFA are in a locked building that is challenging to access. Past attempts to hold meetings in different communities have not attracted participants. We need to be in dialogue with people outside of CAB. What kinds of outreach would be necessary to attract people to attend meetings, even if they are held in different communities? It’s not enough to just make announcements or leaflets. East Side Arts Alliance and La Pena were mentioned as possible future meeting locations. This will all be addressed further in the next meeting.
 - Also for future discussion: What has CAB accomplished over the last two years?
 - Carol Pierson will send a document for the August meeting about what other CAB’s have done. She will attend the September CAB meeting in person to discuss this further.
 - Carol Wolfley offered a graphic representation of CAB’s charge, which is attached at the end of these minutes.

Closure

- Final reflections and appreciations were shared. Generally, people felt the meeting was successful, we know what to expect from each other, we understand better our charge and the history of CAB efforts, we’re hopeful about becoming more productive as a collective group, we are excited about doing more community outreach and connection, and it feels like we’re moving forward in charting a course that can make a difference.
- CAB members expressed special appreciation for the many outstanding contributions of Nancy Polin, who has completed her term on CAB, and to Carol Pierson, for her willingness to share her expertise with us over several meetings about the work of CAB’s around the country.

programmers
station manager

Station

CAB

• Survey

• seek input
from key community
organizations

• open meetings
in community

Community

programming
goals

meeting
notes
+
survey results
published

