

Community Advisory Board Meeting

Date: 12/9/2024

Attendance: Azia, Nathan, Judge, Elise, Andrew, Kate Mura, Asher, Jacob, Katherine Goforth, Dani, Bernadette,

Facilitator: Nathan

Notetaker: Azia

Agenda:

Introductions

- Name, pronouns, what do you do in the community?

Review the Agenda

6:00 PM - 6:30 PM - In person arrival and food

6:30 PM - 6:35 PM - Online Participants Join

6:35 PM - 6:50 PM - Introductions of all participants and station liaisons

6:50 PM - 7:00 PM - Read Overview of CAB & Meeting Guidelines

7:00 PM - 7:20 PM - Station Liaisons share report backs, with space provided for questions and feedback after each segment, Budget & Administration, Programming, Membership & Outreach

7:20 PM - 7:30 PM - Plan for next CAB

Overview of CAB

The role of the Community Advisory Board (CAB) at KBOO is to represent the interests of our communities in relation to programming, viewers and listeners, and to communicate these interests to us. The CAB shall also **advise** station administration and the governing board with respect to the educational and cultural needs of the communities and to **make recommendations** it considers appropriate to meet such needs.

The role of the CAB shall be solely advisory in nature, except to the extent other responsibilities are delegated to the CAB by the governing body of the station. In no case shall the CAB have any authority to exercise any control over the daily management or operation of the station.


The CAB 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.

Meeting Guidelines

- 1. Take care of yourself.**

2. *Make space; create room for all to have a say*
3. *Claim space; share your perspective*
4. *Say what you need to say without humiliating anyone. Use "I" statements; speak from your own experience.*
5. *Don't make assumptions; ask for clarification*
6. *Turn off your phone, or put it on vibrate if you're expecting an important call*
7. *Mute your mic when you're not speaking*
8. *Raise your hand to contribute and wait to be acknowledged by the facilitator*
9. *Do not share another person's story without their permission*
10. *Expect mistakes, but be accountable and stay committed to each relationship and to the work*
11. *It is every group member's responsibility to uphold the meeting guidelines, and to stay focused on the topic/agenda. If the group strays from these principles, say "process check" outloud or in the chat to pause the discussion and get the meeting back on track. The process-check sign is not to be misused.*

Report Backs / State of the Station:

- Budget & Administration
 - Budget reduction
 -  FY25 Budget - Approved.pdf
 - Deficit budget
 - Monitoring cash flow with the assistance of the Finance Committee and the Board of Directors
 - Staff reduction
 - How to operate with reduced staff & lost departments
 - Questions
 - What positions were lost?
 - Web Coordinator, Development Director, Underwriting Coordinator (part time), Public Affairs Director, and Chief Engineer,
 - What has changed between the time of KBOO thriving and the deficit budgets?
 - A lot of staff turn over + the pandemic
 - Without a membership Director and station manager for a long time
 - Have been applying for grants?
 - Applied for ___ last year, and were awarded ___.
 - Working on some applications right now. Current staff such as membership director and book keeper are stay apprised of opportunities and training.
 - Remaining staff/positions:
 - Program Director

- News Director
 - Membership Director (part-time)
 - Volunteer Coordinator
 - Full-Charge Bookkeeper
 - Engagement Coordinator (part-time)
 - Data Coordinator (Part-time)
 - Administrative Specialist (part-time)
 - Station Manager
 - Is the new staff arrangement feel optimal?
 - No, but Nathan will be working with the union to update job descriptions to fill the gaps.
- Closing the loop
 - Uninterrupted Power Supply installation complete
 - Studio Transmitter Link installation complete
 - Youth Collective Growing Strong
 - At the last meeting in December of 2023, we had just relaunched the [Youth Collective](#) post-covid in August. We recently had our first group of seniors graduate and head off to get involved at their college radio stations.
 - This year we also built a relationship with Benson Polytechnic High School. They have a broadcasting track. Students from Benson have field tripped to KBOO and even produced a radiozine that will air this month. Staff has also toured their facilities and given presentations at Benson. As a product of this partnership, we have recruited some students to join our youth collective.
 - Question: are there other schools involved?
 - A few have field tripped to KBOO this year. Roosevelt High School comes to mind.
- Programming
 - Special Programming Highlights 2024
 - [Black History and Future Series](#)
 - [Metal Marathon](#)
 - [Bluegrass Marathon](#)
 - [Earth Day](#)
 - [International Women's Day / Women's History Month](#)
 - [Running on Air Panel Series](#)
 - Did we cover RCVs?
 - [LGBTQIA2S+ Pride Panels](#)
 - [Indigenous People's Day](#)
 - [Halloween Marathons](#)
 - Remote Broadcasts
 - [Martin Luther King Jr Tribute with the World Arts Foundation](#)

- [Waterfront Blues Festival](#)
 - [Asian-pacific Heritage Month with APANO](#)
 - [Cathedral Park Jazz Festival](#)
 - [Health Care for All Oregon Blues Carnaval: Rhythm & Rio](#)
 - How does KBOO invite new programming?
 - [kboo.fm/volunteer](#)
 - [kboo.fm/programproposal](#)
 - Volunteer Trainings
 - Continuing to invest and plan in live music at the station
 - [Running on Air](#) - election coverage
- Membership/Engagement
 - First Friday Art Walk
 - Started in the summer. Been great in re-building community post pandemic - getting people in the building.
 - Catalog of Connections year-end campaign
 - End of year acknowledgements and receipts
 - Grants
 - Planned giving
 - KBOO zine: The Boo Beat
 - Been producing for the last 6-9 months - quarterly.
 - Hit 10K on Instagram!!!
 - Started the KBOO TikTok
 - Increased number of staff identifying on the LGBTQIA+2 spectrum

Questions for CAB Members:

- We know the vision, but how do we get there?
- Recommendations on retaining volunteers
- What is KBOO doing well?
 - Elise: KBOO is political engaged. Haven't wavered progressive values. Its refreshing compared to stations like OPB remaining objective.
 - Andrew: agree. Important to be transparent about ideologies. Curious about ways to engage with people across the aisle.
 - I.e. braver angels, common ground, jezebel
 - Asher: there would definitely need to be guidelines laid out to not compromise values and to not put volunteers in uncomfortable or unsafe situations.
 - Katherine: My interest in KBOO is specifically in it as a left leaning space, I wouldn't be interested in a centrist space
 - Kate: Me too, Katherine, and that being said, I would absolutely listen to a convo between left leaning folk and right leaning folk as long as it stays civil and well moderated.
- What can KBOO improve on for your community? In general?

- Asher: For community engagement - do you do collaborations with local businesses through advertising, interviews, and promotional campaigns? Especially businesses that are LGBTQ+ and BIPOC owned? - I see a lot of cool programming and the First Friday Art Walk, but is there more you can do by reaching outside of station?
- Katherine: Should decide on metrics of success. Think about volunteer work and how it can support the new staff structure.

- Bernadette: Are you utilizing your younger volunteers? To use their knowledge of modern technology and social media.
- Kate: think about reaching outside of the station. Utilize union membership for bridge building. AFLCIO website provides meeting information. Great resource. They do lobby days to connect with other unions.
 - KBOO is CWA 9701

Thoughts on structure/process for CAB?

- What information can we provide ahead of the next CAB meeting to help you provide optimum feedback? (i.e. Listenership Data)
 - How do we gather the data to know if we are fulfilling the needs of community?
 - Combination of sources: CAB, Nielsen Data, Web/social engagement, number of members and volunteers, track hours of training provided,
 - Ideas: information needs assessment?
 - News room surveys
 - Listener survey - how do people listen? What shows do they listen to?
 - Andrew suggests a resource: Listening post collective - how information flows through the community.
 - Asher: collect data around volunteer engagement and retention. Will provide resources this.
 - Exit interviews? Community listening surveys
 - Goals and planning for 2025
 - Recent survey responses
 - Public Media Co
 - Discussion around Civic Media
 - Roadmap for Local News
 - Oregon Media Collaborative (Althea is involved)

Set Next Meeting Date: Aiming for April

Adjourned: 7:55 PM