



Community Advisory Board, 10-22-2024 Meeting Notes

Present: Laura Lukes, Mark Gray, Rose Febbo, and Anna Meehan

Guest: Mary Tribbey

Discussion items included Assignments from the Strategic Plan and reviewing the existing CAB Guidelines.

Laura noted that Anna has submitted an application for the CAB but has not yet been formally approved by the Board. The Board will vote on Anna's application at their November 12, 2024 meeting.

STRATEGIC PLAN: Mary Tribbey outlined the Strategic Plan process, and how its completion led to the next steps: carrying out the Goals specified within. Each of KZFR's committees have some degree of involvement, and the CAB is responsible for two Goals, within the Focus Area of Personnel Development and Recruitment. Goal 1 of this Focus Area is *Establish Internships*. The specific Action assigned to the CAB is: *Identify internship partners (e.g., CUSC Communications Department, Sound Dept, KCSC)*. Goal 2 of this Focus Area is *Promote Diversity of Staff/BOD/Programmers/Program Committee/CAB*. The specific Action assigned to the CAB is: *Identify communities not already represented in the KZFR organization*.

Mary showed and explained the two tools available to help the CAB work through these action steps and come up with a plan: The Planning Tool (attached), and an Action Step spreadsheet.

There was some discussion as to how to approach these tasks, and we agreed that meeting in person would be the most productive in terms of brainstorming and organizing. We agreed to meet on **Saturday, November 16 at 2 pm at the station**. This is the same day as the KZFR Open House, and we hope to also mingle with our listeners and get some feedback from them.

CAB GUIDELINES: As per our last meeting, this document may benefit from some revision. Laura had made a few suggested revisions, and we quickly reviewed these on screen. The suggested edited version is attached to this document, and Laura encouraged CAB members to make suggestions and revisions so as to make the document reflect their vision of the CAB.

OTHER: There was conversation about how to attract more and more diverse listeners to the station. Members suggested that CAB meeting reminders be sent via text in addition to email.

NEXT STEPS: Meet Saturday, November 16 at 2 pm at the station to work on our Strategic Plan tasks.

Respectfully submitted,

Laura Lukes



PERSONNEL DEVELOPMENT & RECRUITMENT

To grow KZFR’s organizational capacity and diversity, the station needs to continue to grow the capacity of its staff, contractors, and interns.

Goal 1:

ESTABLISH INTERNSHIPS

Desired Outcome:

By June 2029, KZFR will benefit from established relationships with local educational institutions (e.g., CSUC Communications Department; CSUC Music, Theatre and Dance Department; KCSC; and Butte College Journalism Department) to build communication skills in young people and provide KZFR with temporary staff. To accomplish this goal, we will identify and meet with potential partners, agree on internship positions that are beneficial to both parties, establish a Memorandum of Understanding for those positions that includes internship compensation (e.g., academic credit, stipend) if needed, identify and train interns, identify time slots for these internships, provide assistance and supervision to the interns, and evaluate the internship program annually.

Action	Committee Assignment
Identify internship partners (e.g., CSUC Communications Dept, Sound Dept, KCSC)	CAB
Meet with potential partners	Staff
Agree on specific internship positions that are beneficial to both parties	Staff
Research and develop MOU for internships that include compensation (e.g., academic credit, stipends), if needed	Staff
Request/recommend time slots on program schedule to support internships	Staff
Provide assistance and supervision to interns	Staff
Evaluate efficacy of the internship program	Exec



Goal 3:

**PROMOTE
DIVERSITY OF
STAFF/BOD
/PROGRAMMERS
/PROGRAM
COMMITTEE/CAB**

Desired Outcome:


By June 2029, KZFR will have increased the diversity of its staff, Board of Directors, and volunteers to represent the diversity of the community it serves. To accomplish this goal, we will identify community groups not already represented within KZFR and will make every effort to engage representatives from those communities. In addition, KZFR will provide annual diversity training for the staff, BOD, Program Committee, and CAB.

Action	Committee Assignment
Identify communities not already represented in the KZFR organization	CAB
Engage representatives from identified community groups that are not yet part of the KZFR family	Exec
Implement diversity training for staff and volunteers	Exec
Scheduling confirmed for diversity training	Exec



Planning Tool

Use this planning tool to discuss and plan actions to include in the KZFR Strategic Plan: July 1, 2024 to June 30, 2029

 **First, NAME THE IDEA AND ITS OUTCOME:**


What do you want to do?


Identify communities that are not already represented in the KZFR organization.


What is the outcome/benefit of this action?


The KZFR Strategic Plan includes a goal to increase the diversity of its staff, Board of Directors, and volunteers to represent the diversity of the community it serves. Identifying underrepresented communities is the first step in accomplishing this goal.

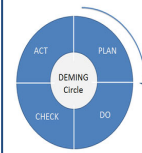
Who are the team members?
The CAB has been tasked with this action step.


 **ENGAGE STAKEHOLDERS:**
Who will want to contribute to this work? Who might need to be convinced of its value?

 **ADDRESS BARRIERS:**
What might get in the way of success? Might access to resources (time, money, other) get in the way? Culture? Something else?

 **INVOLVE/STRENGTHEN LEADERSHIP:**
What leaders do you have? Who else with specific skills or influence will you want to involve?

 **COMMUNICATE BROADLY, EARLY AND OFTEN:**
Who needs to know what? Who needs to be deeply informed? Who needs ongoing elevator speeches? What existing avenues of communication might you use?

 **ENGAGE IN CONTINUOUS IMPROVEMENT PRACTICE:**
When and how often will you discuss successes and challenges? How will you know how well it is working? What evidence will you use to determine success?

 **MAP OUT ACTIVITIES IN STAGES:**
Describe the actions that can be taken to implement the idea in each of these time periods. Try to be specific. Identify people responsible for that action. Estimate cost.

In the next 30 days?	By the end of 90 days?	By end of 120 days?	By 240 days?

Community Advisory Board Guidelines

Approved by the KZFR Board of Directors 13 June 2023

In order to remain eligible for funding from the Corporation for Public Broadcasting (CPB), KZFR is required to maintain a Community Advisory Board (CAB). The basic purpose and focus of the CAB are defined in the KZFR Bylaws (Article 6, Section 5):

The Community Advisory Board (CAB) is a body established by the KZFR Board of Directors, in compliance with Corporation for Public Broadcasting regulations (www.cpb.org), to assist the station in being more responsive to community needs by providing for effective public participation in planning and decision-making. The CAB is solely advisory in nature, and is distinct and independent of the Board of Directors (the station's governing body). The Community Advisory Board (CAB) is comprised of people who are reasonably representative of the diverse needs and interest of the communities served by the station. There is no required number of members, but generally five to ten people serve on the advisory board for one-year terms that can be renewed from year to year.

To further clarify the mission of the CAB, the KZFR Board approved the following additional guidelines and requirements:

Purpose: Mission Statement: To assist the station in being more responsive to community needs by providing for effective public participation in planning and decision-making.

Membership: The CAB ideally consists of five or more members, representing diverse sectors of our community.

Meetings: The CAB meets between two and four times a year.

Recruitment and Selection: Recruitment: Members may be actively recruited and appointed year-round. KZFR will use a variety of methods to ensure a diverse community-wide representation.

Applications: Applications will be reviewed by the Board.

Selection: Applicants will be approved by the Board of Directors as necessary to ensure minimum membership.

Membership Terms: Term of service is one year, with annual reappointment by a majority vote of the Board.

KZFR Board / Staff Oversight of CAB: The CAB is an advisory body which provides feedback and recommendations to KZFR's Board of Directors and General Manager. One Board member will act as liaison to the CAB, to offer input and answer questions as requested. CAB members are encouraged to direct questions and requests to their Board liaison.

Meeting Agendas: To be determined by CAB members. Goal is to list discussion items and tasks to be accomplished at each meeting, as well as progress towards the annual report/advisory overview.

Annual Report/Advisory Overview: Each June, the CAB will submit to the Board and General Manager an end-of-year advisory overview / recommendations and ideas for the coming year. This report is informal and should be limited to 1-2 pages.

Annual Project: The CAB may decide on a project each year, or be assigned one by the Board.

Officers / Governing Structure: The CAB will agree on a Chair responsible for meeting facilitation and documentation. The report is a collaborative document where all members are encouraged to engage. All CAB decisions will be recorded in notes by the Chair or CAB Member appointed by the Chair.