WPFW COMMUNITY ADVISORY BOARD
February 24, 2014 Meeting Minutes

Attendees: Cynthia Hartley (Chair), Aminyah Muhammed-M'backe (Vice Chair), Keith Braswell, Brittani Riddle (Co-Secretary), Nancy Switkes (Co-Secretary), Marcel Reid, Ariel Medley

WPFW Staff: Vincent Jack (Volunteer Coordinator)

Meeting on Record at 7:03pm

ROLL CALL
Seven CAB members were in attendance and quorum was met.

APPROVAL OF AGENDA
Cynthia motioned for agenda to be modified to not include November minutes and move approval of January and February minutes to March meeting. There were no November meeting minutes. Motion was also granted to not include CAB bios and SOP update due to Barbara Patterson’s absence. Agenda was approved.

APPROVAL OF MINUTES
December meeting minutes were approved.

CAB ASSESSMENTS
CAB Self assessments/peer reviews were discussed. Aminyah made a motion for a pre-selected group of community members, who are regular attendees of meetings, to review the CAB members to self-evaluations and report their findings to the CAB. Five accepted the motion, Marcel abstained, and motion was approved.

CAB SURVEY
The CAB Programming survey was discussed. The purpose of the survey is to determine the programming needs of the community. Cynthia informed CAB that an account with Survey Monkey would be purchased, and per iGM, Michelle Price-Johnson, the radio station would reimbursed Cynthia. Types of questions, format, and distribution were discussed. Question submission deadline for CAB Members was set for March 1st.

WEBSITE INQUIRIES
Keith Braswell inquired about old information on website. Aminah inquired on possible website updates with CAB information. Vinnie Jack said he would work on it. Marcel explained that in the past there were security issues with volunteers making updates to the website. Subsequently, websites edits were restricted to staff members.
MEMBERSHIP UPDATE
Criteria and qualities for membership were discussed. Topics included time commitment requirements for membership, as well as possibility of having alternate members.

WPFW EVENTS
Mr. Keith Braswell informed the CAB of the Brunch event that was to take place on Saturday, March 2nd.

CAB TASKS
Tasks were discussed to handle various aspects of CAB responsibilities including PSA and website information, promotional flyers, and programming. Assignments were distributed as followed:

- Programming Grid assessment - Brittani and Ariel
- Timeline of process for implementing programming survey - Aminah and Keith
- Draft language for website and PSA’s - Marcel and Barbara
- Promotional Items for events - Nancy and Keith

LISTENER COMMENTS
Mr. Andrew Dunn expressed interest in joining the CAB. Listeners also gave feedback on not having received their premiums after making financial contributions. Cynthia explained the financial transition of the station and previous management of WPFW finances.

Meeting Adjourned at 8:42pm

Cynthia Hartley
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