



## **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 reimburse Cynthia. Types of questions, format, and distribution were discussed. Question submission deadline for CAB Members was set for March 1<sup>st</sup>.

### **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**