

# Community Advisory Board Meeting

**Date:** May 5, 2025

**Attendance:** Azia Hawthorne, Jill Blanchard, Michael Van Kleeck, Mike Frost, Andrew DeVigal, Elise Schumock, Judge Kemp,

**Facilitator:** Azia

**Notetaker:**

## Schedule

~~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 - 7:25 PM - Station Liaisons share report backs, with space provided for questions and feedback after each segment

7:25 PM - 7:30 PM - Plan for next CAB

## Agenda:

### Introductions

### 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:

- [Board presentation](#)
  -  COMMUNITY ADVISORY BOARD 05122025.pptx
- Questions:
  - Had a spike in listenership in months leading up to November of last year. Is this possibly due to the election?
    - Will follow up on this with our Data Coordinator for our next CAB report back
  - Andrew: Why motivates volunteers to volunteer at KBOO?
    - Perhaps we can conduct a volunteer survey. Although internal surveys don't seem to get as much engagement.
      - Would also like to know more about volunteer satisfaction
  - Judge: Has KBOO looked into Metro and The Portland Clean Energy Fund (PECEF) Grants?
    - The board will look into this
  - Judge: Sunday Parkways with Metro would be interested in collaborating with KBOO
    - Azia will connect Kate and Judge
  - Elise: Think business partnership is an area for growth for KBOO
    - Idea: during pledge drive, "anyone who gives this much during this hour can get x-gift"
    - Azia: Some folks in Revenue operating are not a
    - Elise: Raffle might be easier?
  - Elise: As a local business, cash sponsorship isn't always possible. Should look at other ways to partner. Such as using their space in exchange for underwriting

- Elise: For a lot of young people, they use their phone as their computer. Youth may not have cars either. So the App is the main source of KBOO's platform.

**Set Next Meeting Date:**

- Looking at October 2025