

KUVOJAZZ

COMMUNITY CULTURE MUSIC

KUVO COMMUNITY ADVISORY BOARD MEETING

Minutes January 16, 2018

Attendance: Phil Cortese, Jeff Brimer (phone), Jeff Baron, Carolyn Leivers, Woody Laughlin (phone)
Djamila Ricciardi

KUVO Staff Present: Tina Cartagena

1. KUVO/RMPBS Business Update:

a. CHANGES: Discuss the possibility of changing monthly CAB meeting date (from the Third Tuesday to the Third Thursday of the month)

b. MEETING MINUTES: Minute minutes from November approved. No meeting held in December.

2. Update from recent meeting with the executive committee members of KUVO and RMPBS

CABs: Review and discuss meeting held at RMBPS Offices on December 11th, 2017

a. ROLE OF CABs: Aside from the fact that we are “one organization with two service brands” and that KUVOs CAB is inherently different from RMPBM’s CAB, it is our role as members ...

1. To be representatives and a voice for the community at large
2. To hold RMPBM/KUVO accountable to their respective strategic plans.
3. To play a key role (when appropriate) on RMPBM/KUVO initiatives.

b. WHAT ARE THE NEEDS:

1. Recruitment - In order to fulfil the roles as outlined above, we need for everyone on the CAB to make use of their own expertise and we need to strive for more diversity/inclusion from within.
2. Understanding of Strategic Plan – In order to have the tools and resources we need to be advocates and ambassadors, we need to understand the organization’s STRATEGIC PLAN and know what the key performance metrics and indicators are.

c. NEXT STEPS: Key staff members will be meeting in April to discuss revising of strategic plan. This information will be shared with both CABs in early May. As a reference, July 1st marks the beginning of the fiscal year.

3. Discuss Assembling a Nominating/Recruitment Committee: Moving forward towards articulating a strategy for recruitment.

a. WHO WILL BE PART OF THE NOMINATING COMMITTEE? We discussed how typically the Vice Chair heads up the nominating committee, but in this instance the Secretary will fulfil this duty. The goal is to keep the nominating/recruitment committee to 3-4 people and to keep the number of people in the CAB to 12-13 people.

b. NEXT STEPS: Djamilia, as the Secretary, will follow up with CAB members who have expressed interest in being part of the Committee.

A PSA will need to be drafted (shared with Executive Staff members) to be read aloud on air

Need some additional support from staff to reach out and recruit volunteers.

4. Update on Host Night Out:

CAB will organize a Host Night Out in March; Jeff Brimer and John expressed interest, Djamilia will lead the charge and follow up

Need to confirm a date that would work with staff feedback

Need to assemble a list of possible places to reach out to and a timeline to organize the event.

5. Discussion of How to Proceed on Annual Report

Phil will use previous years' templates to produce a report to share with KUVO Staff.

Important Point!! The issue of how to capture comments and feedback from listeners came up (and when to share with staff) and what was determined after some discussion is that CAB members will type out detailed notes about anecdotes that we hear from people and email the CAB email address CAB@KUVO.org to keep track and compile on a regular, ongoing basis. All CAB members are asked to follow this procedure.

6. Staff to Review Calendar of major KUVO and RMPBS events in 2018

Live at the Vineyards will take place August 11th.

Need to follow up with Tina to have a *full* calendar of events to review