

**Meeting Minutes, CPM Sounding Board**  
**September 27, 2017**  
**2:30 – 3:30pm, City Winery**

Attending

CPM Staff: Haley Carlson and Mary Kathleen Natelson

Joint Committee Co-Chairs: Lucy Flores and Laura Lukens

Members: Ty Martinez, Sameena Mustafa, Sheila Lewis, Victoria Long, Sandra Perez, Jackie Rosa, David Stanford

- I. Sounding Board Members Cycling Off
  - a. The following Sounding Board members are cycling off at the end of 2017: Laura Lukens (Joint Committee), Victoria Long, Tracey Mabrey, Trent McCain, Caitlin McElroy, Sameena Mustafa, Misuzu Schexnider, Brad Sterner
  - b. The Sounding Board needs to recruit eight members for a two-year term beginning in 2018
  - c. For existing members, there is an option to extend their terms, and an email was already distributed asking members whether they want to extend or not
  - d. A position on the Joint Committee is opening up because Lukens is cycling off at the end of the year
    - i. Carlson commented that she prefers a new member taking this role, but no decision has yet been made and this remains up for discussion
  
- II. Recruitment Process
  - a. The Sounding Board agreed that WBEZ membership should be a requirement for all applicants (anyone who donates, no matter how small the donation, is a member)
  - b. The Sounding Board agreed to the following recommendations for and updates to the recruitment process:
    - i. It is essential that the expectations are clearly communicated, as too many members of the current board have missed multiple meetings
      1. All members are expected to attend four meetings/year
      2. One-on-one follow-ups should occur for those who miss a meeting
    - ii. It is also important to be very clear with new recruits about what the role is and isn't, and what influence the Sounding Board does and does not have
    - iii. The application should be updated to include the following:
      1. A field indicating whether the applicant was referred by a current Sounding Board member
      2. A note that members will need to be able to get to Navy Pier (\$10 parking), and that if this is restricting, a contact should be provided for the applicant to reach out to
  - c. Members discussed the following recommendations for and updates to the Sounding Board in 2018:

- i. One member commented that it's important to know how the Sounding Board's advice is incorporated because currently there is not a clear indication that what's happening in meetings is making an impact
      - ii. Members commented that Navy Pier is not easy to get to, so it's worthwhile to consider changing the location for future meetings, and potentially rotating the location
      - iii. While there's agreement that it's beneficial to have youthful members on the Sounding Board, high school students should potentially be offered shorter terms if they'll be leaving for college in the middle of their term
      - iv. An onboarding packet is needed to orient new members to WBEZ/Vocalo/CPM/NPR
      - v. To increase engagement next year, it would be helpful to form subcommittees for different topics (recruitment, content, etc.)
    - d. Recruitment Timeline:
      - i. Active recruitment: 12/1/17 – 1/5/18
      - ii. Applications due: 1/5/18
      - iii. Internal Review: 1/8 – 1/29
      - iv. Final Applicants notified and confirmed: 1/31
      - v. First meeting of the new year: 2/7 or 2/8
- III. "Every Other Hour" event to be held in October
  - a. This will be a youth-inspired community conversation
  - b. Feedback from the August Sounding Board meeting will be incorporated into this event
  - c. Tickets will be held for the Sounding Board
- IV. The next meeting will be held on November 2, 6 – 8pm, and material will be provided in advance