Program Advisory Committee Meeting Agenda
August 11, 2020

Present: Jenna Yokoyama, Gary Dickerson, Azia Hawthorne, Tammy Habteyes, Althea Billings
Facilitator: Azia
Note taker: Althea
Board Liaison: None

Introductions
Meeting Guidelines
Staff Reports

Althea- PM News
- New protest reporting class offered at the end of July and now again this week, has been productive for our team to talk in depth with Lisa and Jenka, has also attracted some new talent to the newsroom
- On boarding new volunteers, developing basic news audio training for Audacity
- Start moving to a system where news producers can record and edit the newscast from home like I do most days so that we can spread the work around and free up my time especially in anticipation of the election.
- Taking another Election SOS class this month called Engaged Elections, which will help to develop a strategic plan for election coverage by the end of the month. Based on the 'citizen's agenda' model of election coverage which gives the audience and communities we reach out to the opportunity to set the agenda for candidates and create priorities for the newsroom.
- Follow up from last meeting: FCC Equal time regulations DO apply to local elections

Azia: Could we develop an online Intro to Audio in Audacity? Althea: Yes, it is not principally different than Audition, just takes some getting used to with where the commands are located and what they are called

Tammy- Public Affairs
- Fall Drive- working with development on script for programmers
- Ops team is working on program evaluation format, we will be evaluating by time blocks 8-9am and 8-9pm. Taking time with the second batches of program evaluations.. We are using the first round of evaluations to see what we need to work on. * see evaluation notes
- Working with programmers on addressing DEI, also Jenna will be providing a DEI class.
- Special programming for Drive - Misinformation/elections
- Webinars with ROP
- Looking for more vetting people (see updated volunteer hours requirements)
- Follow up with Reggae Bob - In progress

Azia - Program Director
- Fall Drive/All programmer Meeting - September 1st - October 31st

- ○ Will be similar pitching model as the spring drive
- ○ We have started asking Programmers to address JEDIB in their programs. Co-Station Managers Celeste and Jenna will be doing Monthly Q&As to help programmers construct their JEDIB plans

- ● Program Evaluations
  - ○ We officially began the restructuring of program evaluations.
  - ○ To make this process and many others sustainable we will need further engagement from programmers outside their programs
  - ○ We are adopting a volunteer time obligation, aside from time spent on their program.
  - ○ These are the main changes we are making to the [On-Air Contract:](#)
    - ■ Requiring all program hosts to put in 2 hours of volunteer time a month outside their show. Similar to Freeform.
    - ■ Eliminating all the social media requirements aside from:
      - ● Making an episode page
      - ● Filling out spinitron
      - ● And having an evergreen show promo
    - ■ All other promotions can count towards volunteer hours
  - ○ We are currently looking for a new volunteer management system instead of volgistics. So in the meantime, we will be using this [google form](#) for programmers to track their volunteer time.
    - ■ You can see in the drop down menu there are many opportunities for programmers to earn their 2 hours remotely
    - ■ The On-air contract update will take effect on September 1st.

  - ● The first step of the Evaluation process will be the [Off-Air Performance Evaluation](#)
    - ■ This step will hold programmers accountable for following the basic requirements of the On-Air Contract outside their show.
    - ■ The Off-air performance evaluation criteria:
      - ● Is the programmer communicating with staff as needed?
      - ● Did they complete 2 hours of volunteer time a month?
      - ● Did they attend the last 2 all programmer meetings?
      - ● Following KBOO House rules?
      - ● Have not exceeded more than the allotted number of unscheduled absences?
    - ■ The Grade Scale is Pass or No Pass
    - ■ If a programmer does not get a "Yes" in each category, they do Not Pass and their program is now up for termination. Depending on what fields are a "No," Staff can reach out to programmers to discuss potential solutions and path to redemption
  - ○ The second step in the Evaluation Process will be the Peer Evaluation

- - - We are still in the early stages of drafting this step
    - So far we have decided to make the peer evaluation focused on Mechanics not content. Simple questions like
        - Is the host giving the proper legal ID at designated times?
        - Are they IDing their show?
        - Creating an episode page? Filling out spinitron?
    - The questions will be simple and tangible

    - Of course the Public Affairs Program Evaluation and the Music Program Evaluations will look slightly different
    - Once we have a draft, we will make tweaks to it so it applies to COVID time (i.e. Signing the Operator log won't apply)
  - This is what we have so far, and will likely have a draft of the Peer Evaluation ready by the next PAC meeting
  - We plan to begin evaluations in December.

Gary: Have experienced program evals before, some people don't do good radio even if their content is good. At a prior radio station, there was a peer review committee that was vetted by the programming committee, basically volunteers whose opinions are trusted. At Freeform, anonymous evals were problematic, need to be able to talk to whoever it is that has criticised them about what they think of it, can't give people impunity. Want to avoid retaliation if possible.Concerns about people doing a half assed job on the volunteer hour aspect.

Althea: Probably not worth it to get bogged down in trying to enforce something on people who will always try to skirt the system anyway. We can work off of the honor system for now because it will give people structure who need it

- **Program Proposal Drive**
  - Will take place on August 23rd - 31st
  - Going to reachout across many platform to bring in more programmers
  - Going to ask them for a 1 hour pilot that we can air during our "Radiozine" type slot but for music.
    - Any suggestions on what we should call these time slots?
      - Pilot show?
      - Althea: Taking to the Air? Because its pilots?
      - Azia: The Cockpit?
  - The programs that are selected will go on to orientation
  - With approval from PAC, we would like to keep the new programmers on probation for their first 6 shows.

- **Organizing Online Classes**
  - To accommodate new hosts, we will need to set up online trainings.
    - Orientation
    - FCC Class
  - Classes this month

- - ■ Intro to IceCast - Arthur
  - ○ Future Classes
    - ■ Audio Quality
    - ■ Deciding how to go about technical classes like intro to audio production, since there are many softwares out there, maybe focus on one software per class?
  - ○ Online Tutorials
    - ■ We can record some of the lessons and post to our KBOO Online Training Youtube channel - only have one video at the moment.
      - ● Jenka is going to move over or update some of the older tutorials.

Board Report - None

Next meeting September 8, 2020 at 6pm

Adjourned: 6:43

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown
A. The Program Director, Public Affairs Director and News Director (called Program Staff for the rest of this document) can take these actions: 1. develop new programming 2. fill attrition slots: in cases of no format change, no consultation with the Program Advisory Committee (PAC) is required 3. fill attrition slots: if there is a format change, Program Staff should seek advice and recommendations from the PAC 4. change existing programming, after seeking advice and recommendations of the PAC 5. develop overall standards for broadcast and podcast 6. shape yearly goals for programming 7. revise programmer rights and responsibilities document as needed 8. suspend programmers for not fulfilling on-air responsibilities laid out in the Programmer Contract 9. any other items listed in the current job descriptions.
B. The Program Staff works through the PAC to: 1. provide active leadership of the PAC 2. shape yearly goals for PAC 3. ascertain community needs in a pro-active and mission-driven way on a regular basis 4. evaluate broadcast and podcast programming quality on a regular basis 5. report all programming changes to the PAC

 C. PAC is responsible for: 1. assisting Program Staff in shaping all policy items listed in Section B above 2. working with the Program Staff to solicit input from community 3. working with the Program Staff to meet yearly PAC goals 4. serving as the Community Advisory Board to ascertain community needs 5. serving as a work group to assist Program Staff in all areas as needed Policy #6 Proposed Revision 2

D. Committee makeup: 1. Committee is self appointed (any KBOO Foundation member who attends three meetings in a row and who agrees to fulfill responsibilities can become a voting member). 2. The board has the option to appoint a maximum of five (5) individuals from underrepresented groups at any time. The appointees will have immediate voting rights. 3. . The Program Staff, as well as at least one (1) and no more than two (2) members of the board, shall all be voting members of the committee. 4. The committee is open to new membership any time. 5. Any member who misses three (3) meetings in a row, or consistently does not fulfill PAC responsibilities, shall be removed as a voting member, per KBOO Bylaws Article VIII, Section 5. 6. Members appointed by the board under Sections D. 2. and D. 3. above will be reappointed by the board annually. *The "Program Advisory Committee" or "PAC" is the commonly used name of the "Program Committee" referenced in KBOO Bylaws Article XIII, Section 4a.

Approved by the Board 5/14/84 As Amended 10/85 As amended by the Board of Directors 1/23/07