Program Advisory Committee Meeting Agenda
December 8, 2020

Present: Althea, Tammy, Azia, Jenna, Tim, Gary, Shaheed, Jenna
Facilitator: Azia
Note taker:
Board Liaison: Shaheed

Introductions
Meeting Guidelines
Staff Reports

Althea- PM News
- Established beats in the newsroom.
  - From anecdotal evidence, beats have not been a main fixture in the newsroom for 6 or so years. Beats give reporters an area to specialize in, which in turn creates better relationships with sources and more in depth and nuanced reporting.
  - Current requirements are that they come out with something, either a reader, a short audio piece or an in depth piece once per week
  - Have gotten a good response so far from folks who like that kind of structure, gives a clear thing to work on outside of office hours without needing an assignment from the News Director
- Starting office hours this month
  - Using this month as a trial basis in order to offer support to folks with their beats. Offered on Google meet on Mondays and Thursdays.
- Class schedule, new class
  - Schedule for news training is updated, offering a new class, 'how to use the KBOO website for news reporters."
  - Will cover the workings of posting on the KBOO website and hopefully get volunteers more engaged in the web and social media side of our production.
  - Specifically asking that volunteers be responsible with posting their own work (given certain parameters)
- Planning special events for next year: Do you have ideas for News 'n' PA Day themes?
  - Shaheed: Black History Month - Feb, Womens Day - March, Labor Day

Tammy- Public Affairs

- Updating the PA programming log, more space is opening up. Art focus is cutting back from a weekly show to bi weekly because most venues are closed (huge loss all around) I'm open to saving this timeslot Preferences's and Between the covers's original timeslots for after pandemic.. we need to take this into consideration for evaluation.. (pro:

this will free up my resources to help with music programming, cons: programmers/program won't be able to be evaluated (fairness..?)
●
● Two new shows replacing presswatch and flashpoints!
● Fortress on a hill 2nd and 4th week thursday at 9am : *two Army combat veterans, as they discuss how to turn the tide against endless war and repair the damage America has caused abroad*.
● and The children's hour 2ⁿᵈ Wed @ 10amr: *community-based weekly radio program that engages children in every aspect of our show, from selecting show themes and interviewing guests to writing, voicing, editing, performing, and engineering.*
● Program evaluations! Seeking help!
● Youth collective is being transferred to PA director purview! Will be working with Youth coordinator
● Working on end of the year budget with programming team
● Hoping to do a programming retreat with the team before january so we can think of bigger picture stuff and apply it to the budget. this was a great thing that we did last year before our resources were redirected because of the virus and station shutdown..
●

Azia - Program Director
● Upcoming Trainings
  ○ Spinitron Class - Taught by Gary!
    ■ Goal: Get everyone on board with using Spinitron!
  ○ Website Class - Taught by Jenka
    ■ Also to get everyone compliant with Programmer Requirements
  ○ Hoping to have some more introductory trainings in January for a few potential substitute DJs - Orientation, FCC class, Programming essentials
    ■ We got a lot of feedback from new programmers that the programming essentials class was a little bit overwhelming, that's why we have separated the website information to its own class.

● Special Programming this Month
  ○ We are carrying the 22nd annual Homelessness Marathon - live stream tomorrow evening 3-7pm
  ○ Planning a New years Dance party for December 31st, let me know if you would like to contribute a Set or know of someone who might!

● Program Evaluations
  ○ We decided to focus on the Off-Air Evaluations this go around, and will incorporate Peer Evaluations (technique and content) once we have a solid process.

- ○ The Off-Air Evaluations look at whether a programmer has been fulfilling their basic duties off air. Such as attending the all programmer meetings, volunteering 2 hrs a month outside their program, and filling out their episode pages.
  - ○ Historically, PAC has assisted with Evaluations, so I wanted to go over what we need help with and how it works.
    - ■ [Off-Air Evaluations Instructions](#)
    - ■ Deadline to return results to this block of programmers is January 15th
    - ■ 8am - 10am and 8pm to midnight weekdays

- ● Recruiting for new PAC - need to be members or volunteers with KBOO

Board Report:
- ● Onboarding New members

Adjourned: 6:53pm
Next meeting January 12, 2020 at 6pm

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