

Program Advisory Committee Meeting Agenda

March 9, 2020

Present: Azia Hawthorne, Althea Billings, Tammy Habteyes, Gary Dickerson, Jack Bohl, John Risley, Jonathan Lay, Jenna Yokoyama, Shaheed Hamid, Tim Nakayama

Facilitator: Azia

Note taker: Althea

Board Liaison: Shaheed

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Training schedule now maintained through Google Forms, people can request trainings through a webform. Been getting good sign ups since Volunteer Orientation is running again
- Running a new class this month teaching some more advancing editing tactics for News in Audacity.
- Planning for our next News and PA Day, Earth Day on April 22nd

Tammy- Public Affairs

- Special programming: IWD programming went great!
- (3/22) Earth day programming and planning an environmental webinar for earth day (reevaluating if KBOO webinars should be requested through a form like the programming form)
- May 26 is youth day.. I'm coordinating with the youths and Erin Y.
- Working on a save the date for talk show hosts zoom meeting
 - Touching base since a year of shutdown, where do we see ourselves now?
- FCC filing due this Friday!

Azia - Program Director

- Special Programming
 - The Metal Marathon last week went really well! By the morning after they had already sold 26 T-Shirts! At 31 Now!
 - Using this experience to make a comprehensive and thorough checklist for marathons
 - IWD was yesterday! Had a great lineup of specials!! And the T Shirt looks amazing!
 - Tested out Olark in the folk show, worked well.
 - Jenka is working on making it even better, maybe a more comprehensive and free solution

- Gary: Uses Google Voice to try to communicate with listeners for texting, Probably wouldn't be a good idea to have a bunch of different numbers for different shows.
 - Exciting to try out two models of remote programming, both News/PA/Music hybrid and a straight up music marathon
 - During the Spring Drive, We are encouraging programmers to do special fundraiser episodes, using Give Lively - Text to donate.
 - Next big special programming Days
 - Earth Day April 22nd
 - Reggae Marathon May 8th (Tentatively)
 - We'll also be doing a partnership with Imago Theater, broadcasting 3 of their radio plays this summer.
- Hired Keith Bloom as a Syndication Producer!
 - Will be creating specific content for national distribution, but will also help fill open holes in the music schedule! Very exciting, he'll begin submitting shows next week.
- Programming Changes
 - Eclectic Pandemic will start on 3/22 - 4th Mondays at 11pm
 - PAC approved this proposal back in January
- Program Proposals
 - Good Green Radio - Malik Hale
 - Thank you all for the feedback! Super helpful!
 - I have met with Malik, he's very nice and a go-getter. Seems like a volunteer that will really follow through
 - They are from Open Signal, Kat Meow Recommended them
 - Although after the FCC class, he informed me that Good Green PDX is the name of his graphic design business, so this is a conflict of interests and I'll need to look over policy to see what we can do regarding the program name.
 - Gary
 - No air breaks, might want to add a requirement to do an air break during the sample.
- On-Air Contract Updates
 - Came across something today I wanted to address with staff first, apologies but I'll have to postpone the update. I will send the draft out next week though, so you can review and make notes as needed before approving at the next PAC.
- The All Programmer Meetings
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- [Policy Review](#) - Thoughts from PAC?
 - Policy 6 is still under review by management, so we'll vote on this one next month
 - Gary: It seems a bit Vague. Specific why programming would change, and why someone would be removed from the airwaves
 - Should Specify what CAB stands for
 - Voting membership should be revoked after 3 unexcused absences rather than 3 absences
 - Jenna likes this
 - Jenna: Agree that it is helpful to have a definition about what are considered programming changes or about what would cause someone to be removed. Can we refer to the on-air contract as the reference document rather than outlining it in the PAC documents itself.
 - Shaheed: Difference between the Program Advisory Committee and the CAB
 - Jenna: Need to make a bylaw change that says our PAC is our CAB, which is not allowed by CPB (from Personnel Committee)
 - CAB is supposed to only be made up of listener-non members
 - Gary: has there been a recent instance of needing to examine a show?
 - Jenna: Not in recent memory, but there have been shows that were not in alignment with our mission and our charter. Programmer met with their staff point person, then a meeting with staff and management, then agreements were made about what needed to be done to get back in alignment with KBOO values, and they needed to do it within a certain number of shows and could be terminated if they returned to their old show
 - Shaheed: A while ago, there was an instance of someone who had been doing and approved for a R&B/Hip Hop show and switched to gospel without talking to the Program Director. It can be easy for people to stray from their original intention, and it can cause confusion. The Program Director should have some options for how to deal with it.
 - Jenna: there is currently a way to handle format change, you're supposed to submit a new program proposal. PAC was slightly involved in the case Jenna mentioned, they spoke with the programmer and told the PAC after, then proposed to the PAC what they wanted the programmer to change and what the parameters would be.
 - Shaheed: If a person desires to change their show, have a running conversation with the program director
 - Tim: having protections for the programmers is important as well. Things can go south, so having a process can protect people. Would be a good idea to have more options for redress.
 - Jenna: What about if we added something about grievance or appeals process, is this already in the on-air contract? Then they could be invited to PAC? Could strike a balance there so that programmers have a way to

find remedy if they disagree. Deleting it isn't removing an avenue for people to speak. There has been an ongoing culture of bullying at KBOO and it creates community drama and hurt. Having an appeals process that makes sense would be more effective.

- Gary: If we're going to add a probationary period into the contract, we may see more people in the appeals process since we may not want to renew them.
- Gary: Why did the invite for impacted programmers to the meeting get axed?
- Azia: Recipe for a toxic meeting, not best handled in a public meeting place, they have to meet with Staff anyway.
- Gary: if we have probation, the contract, the staff handling of it, it seems like it wouldn't be necessary
- Jenna: Maybe it has to do with transparency more than anything. It's an advisory committee rather than a decision making body.
- Creating guide for when disclaimers are needed

Azia: going to reevaluate given comments and plan on voting next meeting

- Evaluations
 - Last PAC Tim asked what will happen to the programmers that don't pass the Off-Air Evaluations.
 - We have decided to be lenient with most items on the evaluations (aside from attending the all programmer meetings - Erin made this really clear)
 - We made our points very clear in the All programmer meeting, and will implement the repercussions starting in April.
 - John Risley: focus on programmers having issues, technical problems, etc pandemic support
 - Try to eliminate bias
 - Tim: Being Constructive, give positive feedback too!
 - Gary: Maybe let programmers choose the show to be reviewed
- Jonathan Lay: Folk strip working on social media,
- Jenna: Most other committees start out by voting to have consent on the prior month's meeting minutes. Not sure if it's a bylaws thing.

Board Report:Shaheed

- PAC is doing a great job, Good radio happening.

Adjourned: 7:33

Next meeting: April 13th, 2021

PROGRAM ADVISORY COMMITTEE (PAC) RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, AM News and Public Affair Director, and/or the PM News and Public Affairs 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 re-appointed 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