Program Advisory Committee Meeting Agenda
August 10, 2021

Present: Diablo, Althea, Gary and Jenna
Facilitator: Althea
Note taker: Althea
Board Liaison: None

Introductions
Meeting Guidelines
Staff Reports

Althea- PM News
- In-station reopening is paused because of an uptick in cases, so producers/anchors have the option to still produce from home, not introducing more people for the time being.
- Budget request for next year: asking for a transcription service subscription in order to better our web accessibility and SEO. Otter.ai is the service that will process the audio and give a pretty good draft transcription, requires editing, but would be a great addition to the site.
- Planning for News and PA day in September, for the International Day of Democracy, soliciting program proposals from volunteers, will be pitching to news volunteers too.

Tammy- Public Affairs
- Station pause, but current PA hosts and weekly board ops are still coming in.
  New weekly board op is Ray Bodwell..
- Once it's safe, we plan to have evening programmers come in station to do live shows (6pm timeslot for Tuesday and thursday, still figuring out Mondays) I'm hoping this will bring back programmers who haven't been able to participate during the shutdown
- Working on the pitching info/ instructions for upcoming drive
- Getting started on hispanic heritage month programming.. We are going to be doing four 1 hour specials september.. It will fall during the drive- tentatively 7pm on Tuesdays Sept 15 - Oct 15, but we will limit pitching to top and bottom of the hour. We're doing promotions in spanish and english..as well as translating the donation webpage into spanish (and keeping it available moving forward.)

Azia - Program Director
- Azia is on a well-deserved vacation this week! Has been working hard on training people coming back into station and cleaning up our processes after a pretty hectic remote season.
- Gary: Show proposals, ¾ had audio, should we hold them or send to her directly? (Send to her directly)

- Gary: podcasts translated to radio, radio hosts think that people tune in at the beginning and listen all the way through, and its not true. People listen to podcasts all the way through. Need to have some training. during jazz fest there was no reset during an interview with a musician, could have really used a reset. Standardization of 15 ish minutes of what you're listening to, transitioning from a podcast model to the radio model

Other Things
- Voting on last month's minutes Approved 4-0, Gary motioned, Tim seconded
- Note: do this first next month
- Order should be: vote on minutes, old business, new business. Mins need to be sent out before the meeting for their review

Possible Reduction in Committees
- Jenna proposed that the PAC meet quarterly, not that there wouldn't be a monthly function
- Quarterly would be advisory, but the monthly could be more working meetings, operational meetings, focused on specific things. Helping to address Board burnout of attending way too many meetings each month
- Tim: There's no board member here now, same thing with the engineering meeting, anything that's easier for the board and staff. I'm for it. But we shouldn't make people wait three months to get their show approved. Prefer to give feedback verbally. But would board members come to work group meetings too?? Jenna: it would be on them as volunteers to do that. Committee meetings would be more formal, and workgroups more volunteer focused
- Gary: Still not entirely sure what this committee necessarily does. Erin kinda did whatever regardless of the PAC. John gave the impression that the PAC had more power and influence in the past. Azia seems amenable, but doesn't have to be in this context. Meetings help increase focus compared to an email. Azia could schedule a meeting for us at any time. It would be up to how helpful it is to the staff member. If the committee isn't decision making but advising, the staff member should determine the capacity and direction of the committee.
- Althea: reticent to commit to another meeting, but generally agree with the sentiment that this meeting can be unfocused in terms of accomplishing a lot all the time. PAC is part of our legal obligation, so it has a level of importance that might not be carried over into other work group meetings. (Mattermost?)

Homework
- Are the requirements for programmers (like making the show page on the website) too onerous? What about spinitron?
  Review Azia's programmer requirements: https://www.kboo.fm/blog/101271
- Tim: show page is a pain in the butt, doesn't show up in the front page. Shouldn't be dinged for it. Finding images is really hard, I do late night radio, there's not always a theme sometimes its stream of consciousness. Maybe it would make more sense if I was doing more pre-recorded stuff

- Gary: creative commons images? Not used to preannouncing a show, feels awkward to make a page before it happens. Make the show page after they happen, not a pre show. Spinitron should be required, but not the web page, shouldn't have demerits for it
- Tim: if you don't do it within 12 hours then there's more hoops to jump through
- Jenna: it is a surprising amount of work to do an episode page every week. Should require spinitron, it is a bit confusing to do episode pages before especially for music programmers. Even for PA programmers, how much should promoting to the front page be emphasized?
- Althea: does every show need its own icon going forward? That would make the image search easier, if everyone has its own icon
- Jenna: now is the time to make suggestions going forward for Jenka - we could simplify what we do and our listeners would still like it
- Tim: are we going back to not sharing past two weeks? Jenna: considering it, depends a lot on the drupal backend, have to change the way our modules currently work.
- Gary: more logo designing could be a good thing for volunteers to collaborate on!

Board Report:
- N/A

<mark>Adjourned: 6:48</mark>
Next meeting: September 14, 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