

## Program Advisory Committee Meeting Agenda December 3, 2024

Present: Azia Hawthorne, Althea Billings, Tim Nakayama, Gary Dickerson, Michael Van Kleeck, Ethan Scarl,

Facilitator: Azia

Note taker: Azia

Board Liaison: Michael Van Kleeck

Excused:

### Meeting Guidelines

1. **Take care of yourself.**
  2. *Make space; create room for all to have a say*
  3. *Claim space; share your perspective*
  4. *Say what you need to say without humiliating anyone. Use "I" statements; speak from your own experience.*
  5. *Don't make assumptions; ask for clarification*
  6. *Turn off your phone, or put it on vibrate if you're expecting an important call*
  7. *Mute your mic when you're not speaking*
  8. *Raise your hand to contribute and wait to be acknowledged by the facilitator*
  9. *Do not share another person's story without their permission*
  10. *Expect mistakes, but be accountable and stay committed to each relationship and to the work*
  11. *It is every group member's responsibility to uphold the meeting guidelines, and to stay focused on the topic/agenda. If the group strays from these principles, say "process check" outloud or in the chat to pause the discussion and get the meeting back on track. The process-check sign is not to be misused.*
- **Reminder of PACs purpose:**
    - *Offer advice, feedback, and ideas on programming*
    - *Assist Program Staff in shaping and meeting yearly goals for PAC*
    - *Assist Program Staff in ascertaining community needs in a proactive and mission-driven way on a regular basis*
    - *Assist Program Staff in evaluating broadcast and podcast programming quality on a regular basis*
    - *Make recommendations for CAB members\**
    - *Manage work groups to assist in various areas needed*
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### Introductions

- Review meeting guidelines and PAC purpose

## Staff Reports

### Althea - PM News

- News department put on a successful and well received series leading up to the November election called Running On Air
  - Included variety of hosts, 80+ Portland candidates and 37 daily episodes
  - Pushed out as a podcast as well for folks to learn about their candidates
  - High effort, high reward!
- Election Night Special
  - Went pretty well, tried switching out the hosts this year, which gave some extra energy, still ended up with more interviews than could super comfortably fit
  - Picked up by 3 other Oregon Community Media Stations
  - 20 minute clock instead of 15 minute, used musical interludes
  - Slack as a means of communication can still be clunky
  - Helped a lot to have an assistant producer in the back directing folks energy
- Looking ahead to End of Year specials
- Next year, working on creating beat reporting structure

### Azia/Althea - Public Affairs

- Programming staff has been working together to manage the Public Affairs department since the lay-offs that took effect at the end of October.
  - Taking turns scheduling each week in otto
    - But the goal is to have volunteers help with otto more moving forward
  - Updated the [Public Affairs calendar](#)
  - Still learning minutia, like individual programmer needs
  - Trying to build up team of board operator volunteers
    - It is hard to retain people due to the high barrier of entry, lots of training
  - Nate, volunteer coordinator, is monitoring the email inbox for [publicaffairs@kboo.org](mailto:publicaffairs@kboo.org)
- Program Schedule Updates
  - Timeslot Changes
    - Once Upon a Time moved from 1st and 3rd Fridays 11am-12pm to 7-8pm on 1st & 3rd Fridays
      - However, the program will move to 2nd and 4th Fridays 7-8pm starting in January
  - Retiring
    - Negotiating Dramatic Events, host Grace Reed has passed away.
- Question/Comments:
  - Ethan: Would like to see an additional timeslot for Alternative Radio. Maybe consider counter programming.
    - Gary: suggest that we gather data on this first before acting on it.
  - Tim: who's managing timeslots?

## Azia - Program Director

- Due to increased work load, program staff is seeking more cooperating, support, and independence from programmers. Such as:
  - Turning in preproduced programs in on time
  - Proactive communication with program staff about schedule changes
  - Managing their program on the Kboo website
- Additionally, hoping to delegate more and seek help from volunteers in the following areas:
  - Lead certain trainings, starting with *Intro to Studio Production*
  - Help schedule content in the automation system
  - Mix sound for bands in-studio
    - This one is going to be a challenge after Bob leaves in a week. We have only a few volunteers at KBOO that maintain this knowledge, we'll be working with them to get others trained and keep the knowledge going in the community.
- Recent Special Programming
  - [Hallow's Dawn and Hallow's Eve Marathon](#)
- Collaboration with Benson Polytechnic High School
  - We have toured their facilities
  - The students had a field trip to KBOO and recorded a radiozine that will air this month
  - We have recruited some students for the Youth collective
  - Ethan: Reach out to other schools, like colleges, to get youth involved in kboo.
- Program Schedule Updates
  - New
    - Pacific Northwest Tunes
      - 2nd Sundays, 8-10pm
      - First Show: 10/13/2024
    - The Listening Room
      - Alternating Thursdays, 3 AM - 5:30 AM
      - First show: 10/17/24
- Falling Cleaning Continued and other projects
  - Our programmer contact list is up to date in galaxy!
  - Mailboxes are next - Gary is still down to help!
  - Stonehenge Otto
    - "Stonehenge Otto" is a computer at the tower that we can switch to if we lose power for an extended amount of time at the station. This is our contingency plan for inclement weather. The computer got disconnected for a while but Bob fixed it last week. We plan to run a test this week or early next week.
  - If the test is successful, then we'll take this an opportunity to swap out the new booplayer folder

- Booplayer is KBOO's cart player. The carts in the new folder are up to date and have an updated organization system.

**Public Comments** (limit 3 mins per participant)

- N/A

**Board Report:**

- Board is excited about News, and it could be a lead for us
- Incoming administration has HB on its desk to deny nonprofit status to groups they deem "terrorist"

**Adjourned: 6:54 PM**

**Next Official PAC Meeting: March 4th, 2024**