

## **PAC Meeting Minutes December 9, 2014**

Present: Roger Warner, Kathleen Stephenson, Per Fagering, Raoul Van Hall, Celeste Soles, Herschell Soles, Erin Yanke, Paul Roland, Kate Welch, Jenka Soderberg

Facilitator - Reggae Bob

Note Taker - Erin Yanke

Check in and add to agenda

### **Staff Reports**

#### **Kathleen**

- Started compiling quarterly reports for last quarter
- worked on Mini-Drive 12/04 and 05
- Still need to post two openings that I mentioned last meeting Art Focus co-host (Erin talked to Roya at PICA about finding a host, or collaborating with us on a podcast. Will try to schedule a meeting next week) and 2<sup>nd</sup> Friday 9AM (Monthly one hour show - Political Focus)
- Regrouping with Mic since he is back, particularly on my Program Department goal of internship
- Starting to recruit books for possible use in February drive
- The 17th Homelessness Marathon will begin at 4:00 p.m., PT, Tuesday, February 17, 2015 and it will end at 6:00 a.m. PT, Wednesday, February 18th.
- internship program application complete, will talk about below

#### **Jenka**

- Wildly successful 3 day drive
  - Criminalization of Poverty section, Paul Bowden
- Met with Labor Radio
  - New Collective members - 12 people in collective
- Prison Pipeline
  - Doing great, new members
- 2 Social Media trainings
  - Make ongoing thing, KBOO Social Media team
- Revamp of KBOO Website
  - Getting Bids for redesign
  - Contact is available for hosts on the website
- Alec Grant finish, about to be featured on Fund for Investigative Journalism site
- [m.kboo.fm](http://m.kboo.fm) - Mobile version
- 3 interns around until may, 2 from PSU

#### **Erin**

- 3 Day Membership Drive - Successful. Lots of live music Friday and Saturday

- Researching how programs get archived with KBOO volunteers
- Training lots of library volunteers
- Problems with the Catrax system
- Tom and Tancred are working on it. Not training anyone new until this gets resolved.
- World Affairs Council visitors from Japan visited with 2 Prison Pipeline members and myself

Working on:

Top 10 lists for 2014

Holiday Coverage

MLK Day Live Broadcast

Steam Radio Syndicate Live Broadcast in January

Tech Objectives - Training Material for Adobe 3.0

(volunteer needed to master live music files)

Live Broadcast Training Classes

Just did the first call out for International Womens Day 2015

## **Board Report**

What we need to know that the Board is talking about in terms of programming, facilitating communication.

Reggae Bob went to Cascade Blues Association meeting. wants to collaborate more...

## **Updates on Programming Objectives for FY 2015 - What is the role of the PAC?**

Objective 1:2 Develop curriculum of classes and possible individual tracks. Refer to Jenka's curriculum. By when? November 1, 2014 Status: Complete

## **Internship Curriculum**

**The curriculum assumes that the participants would have some kind of Volunteer Orientation prior to the classes.**

**Week 1 Introduction to Audio and Production**

**Week 2 Digital Editing**

**Week 3 Introduction to Audio and Production, Part 2 (Listening session for spot production)**

**Week 4 Writing for Radio**

**Week 5 Interviewing**

**Week 6 Legal Training**

**Week 7 Interviewing, Part 2 (Listening session for short interviews)**

**Week 8 Voice Training**

**Week 9 Exciting Public Affairs**

**Week 10 Future Directions: Where to go from here**

**Possible Other Elective classes:**  
**Commentary writing and production**  
**Feature Production**  
**Field Recording**  
**Talk Radio Hosting**

Objective 1:3 Develop application for internship with deadlines By when? November 15, 2014

## **APPLICATION ROUGHT DRAFT**

KBOO Radio is offering an internship in radio production, with special emphasis on producing public affairs content. The internship will consist of 10 weeks of one-hour classes with assignments for the participants to complete.

Week 1 Introduction to Audio and Production

Week 2 Digital Editing

Week 3 Introduction to Audio and Production, Part 2 (Listening session for spot production)

Week 4 Writing for Radio

Week 5 Interviewing

Week 6 Legal Training

Week 7 Interviewing, Part 2 (Listening session for short interviews)

Week 8 Voice Training

Week 9 Exciting Public Affairs

Week 10 Future Directions

At the end of the internship the participants should be able to produce a public affairs program.

To apply for this internship, please fill out the following application.

Name:

Address:

Contact Info: Phone:

Email:

Why do you want to participate in this internship?

What, if any, experience do you have in radio and/or audio production?

What times of day are you available to attend classes and volunteer at KBOO? (Check all that apply)

Weekday mornings -----      Weekend Days \_\_\_\_\_  
Weekday afternoons \_\_\_\_\_      Weekend Evenings \_\_\_\_\_  
Weekday evenings \_\_\_\_\_

If you participate in this internship, KBOO asks you to commit to at least 6 months of continued volunteer involvement at KBOO after the internship is over. Is this possible for you?

\_\_\_\_\_

KBOO's Programming Charter states that KBOO news and public affairs programming shall place an emphasis on providing a forum for unpopular, controversial, or neglected perspectives on important local, national, and international issues, reflecting KBOO's values of peace, justice, democracy, human rights, multiculturalism, environmentalism, freedom of expression, and social change.

List five areas you are interested in exploring through radio. These can be current issues or events, cultural interests, or entertainment interests.

(A few examples include: How gentrification is affecting my neighborhood?; How do local police handle calls about people experiencing a mental health crisis?; Recycling in Portland; Interviewing local community leaders, etc.)

Any thing else that you think might be relevant to your participation in this internship?

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Objective 3:1 – Research and create a timeline for single show evaluation. - Complete by , 2015 - Erin would like help in working on the evaluation Programming Objective - please evaluate a program, and then document how many times you listened to the program, whether you did live or on archive, how long it took you.

Paul - continuous public affairs team to help each other with archiving. Feels on his own, other people encouraging each other to get it done.

RB - each of the shows are important, work together is important

PR - public affairs - having something additional is difficult, good to shoot for something, having PA get together, lots of directions to go it, should be more support for KS

EY - Getting standards together, how will they be stored,

KW - doesn't have name of guest on the envelope, hashtags,

KS - I have volunteer who's working with CDs i've collected to get basic information on them to be filed in the archives. That can be a role. Your files in combination with volunteer could label them and get into the archives. Part of what Pauls saying, get helper for various tasks for programmers that get overwhelming

PR - partly what interns may do?

KS - first internship is to get more content producers,

PR - that's what the public affairs group would be about - basically when we track people in volunteer orientation, other trainings, we don't have way to funnel them into PA, I tried to get more people into long form work, if we had a group that had that as part of its mission, has a regular meeting, that's passionate and wants to devote time, have to put it out there. -

EY - Podcasts

PR - trainings for public affairs,

KS - maybe you can be part of training for the interns, 10 weeks of concentrated training

Paul - SURE

## **TO DO**

Everyone evaluate a program, ready to discuss what worked and what didn't about the process, how long did it take, etc. ON AGENDA FOR JANUARY MEETING

Set up a open hang out nothing formal meeting for KBOO Public Affairs volunteers - Jenka and Paul will set a date and make it happen - first or second week in Jan.

Promo spot for Mobile site

## **Next meeting January 13, 2014**

Erin Yanke

Program Director

KBOO Community Radio

20 SE 8th Ave

Portland, OR 97214

(503) 231-8032 x221

[program@kboo.org](mailto:program@kboo.org)

KBOO - Igniting conversation through music, news and public affairs.