

Program Advisory Committee Meeting Agenda April 13, 2021

Present: Gary D, Tim N, Althea B, Azia H, Jenna Y,

Facilitator: Althea

Note taker: Azia

Board Liaison: Absent

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Preparing Earth Day programming with the rest of the programming team, excited to see some news volunteers making the jump to half hour public affairs type programming
- New class offering focused specifically on more advanced Audacity editing is successful, more folks taking it this month
- Questions/ Comments
 - Gary: Idea -is there a way to notify social media team when a show posts on FB, Can News team notify Social media when they tag KBOO - text maybe? Althea will discuss with Jenka what the best process is for this.
 - “Tonight on KBOO News” posted around 4 daily,
 - FB methods are not the best for notifying the social media team - not timely
 - Gary: would like to do this for people well in advance for all shows, Text Gary! - Get approval from Jenka.

Tammy- Public Affairs

- - Earth day special programming!
- - earth day webinar
- - now taking over youth collective
- - working on feedback from programmers (hosts) about bringing back daily promos
- - really need more people for vetting!!
- -Next Special programming
- AAPI appreciation month in May (first two weeks?) and Youth day May 26th!

Azia - Program Director

- Have retired 3 programs that have not submitted a show since March 2020.
 - Megapowers - Fresh Craig
 - Smoke Signals from the Speakeasy - Heather McCoy
 - Poetic Justice - John Slaughter

- Will be addressing other programmers who have not been meeting the essential responsibilities - like turning in their show reliably.
- Have received 2 proposals for the open slot on Tuesday during the Spanish Block - will be sharing with PAC via email this week for comment.
- Will be putting out asks to fill new slots, also checking if current programmers are interested in moving into those open slots first.
- Been spending a lot of time on Special Programming,
- Things to accomplish going forward:
 - Sorry for the delay on the discussion about PAC policy and the On-Air Contract, hope to have that sent to you all before the next PAC Meeting.
 - I also will have the New Program Proposal Form ready by next PAC so that going forward members can easily review new proposals as they come in.
 - Will include the updates we discussed at last PAC regarding sample clips to include at least 1 air break to get a feel for a DJs on-air presence.
 - Hope to pick back on evaluations very soon. Will also be creating a google form for the on-air portion of the evaluations. We'll share the process with you at next PAC.
 - Sub committees
- Questions or Comments
 - Tim: Governance discussed this last week
 - Jenna: Personnel Committee suggested correcting language about CAB - defined by CPB. Will get voted on by membership in Sept.
 - Gary: Any ideas of who you will ask to fill these slots?
 - Azia: haven't narrowed in yet.
 - When will the station reopen? Facilities maintenance first. The reinstating the talk block. Late night folks will probably be the last set of programmers to get brought in. Soonest we foresee bringing back in is June. Soft date.
 - Gary: will there be contingencies regarding who gets the training?
 - Jenna: still too early in planning to tell
 - Also looking into setting up a key card system for the door. Its a big project. Maybe have a training time for people during the day, so the late night people can get training too.
 - Tim: curious about how the merging of automated programming and regular programming.
 - Jenna: We have no plans to require anyone to come in physically. I know there is a some worry about automation making kboo appear "commercial." But this is a new outlet for accessibility.
 - Tim: wanted to plant the seed for having this conversation later down the road.
 - Jenna: KBOO is healthiest when we find a balance between these things. We want the sense of community but also don't want to be exclusive. Need to be diverse in our approach and utilize technology.

- Gary: I have fought at past stations to not use automation. I like where Jenna is going with her approach.
- Time: Bluesfest was discussed in engineering. Tim is interested in reestablishing our relationship with Pickathon. Maybe connect with PDX Pop? Just preparing for when things open up.

Other Things

- Voting on last month's minute - We'll do this at the beginning of each PAC going forward.
- Process Check - Jenna reminded us that we can use process check during PAC to help move things along and stay on track. If you feel that the conversation is being derailed, we are devling on a topic for too long, or that this topic could be discussed offline or at a better time, you can say process check outloud, write it in the chat, or use the hand gesture if you are using your camera.
- If you have an item you want to add to the PAC agenda, email azia program@kboo.org by the Thursday before. You can add an item to the agenda at the beginning of a meeting, but your question or concern may not be answered or addressed until later that week via email or at the next PAC.
- Any other thoughts on Meeting Process?
 - Azia can send Agenda, the link to the last month's minutes, link to any files we are looking at. Will send the Thursday before.
- Jenna: Imago Theater Play. KBOO will be premiering 2-3 of their radio plays. Monday, May 3rd! 10pm. The other two will take place in the summer and December - might be a murder mystery. 1 hour duration most likely.

Board Report:

- N/A

Adjourned: 6:53pm

Next meeting: May 11, 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