

## Program Advisory Committee Meeting Agenda June 14, 2022

Present: Azia, Althea, Gary, Tim, John, Tammy

Excused:

Facilitator: Azia

Note taker: Azia

Board Liaison: N/A

### Introductions

#### 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.*

#### Voting on Minutes

##### [Last Meeting Minutes](#)

- Approved
- Gary: abstains

#### Review Today's Agenda

#### Staff Reports

##### Althea- PM News

- New partnership with Street Roots, on Wednesdays we interview one of their investigative reporters about their investigations and projects. A further way that we can fulfill our mission to serve underrepresented communities - creating deeper understanding of housing and houselessness crisis in Portland
- News from the Boo has returned! Once monthly, third wednesdays

- Lost one of our key producers, so needing to recruit and train more. Considering pulling the news team into the station sooner rather than later in order to make the position more attractive. Conducted a survey of news volunteers to understand what would make them feel safe in station and what they valued in terms of at home and in station work. Heard a lot of responses about missing the community and connection in station, and have also heard from new and prospective volunteers that they're looking for that sort of thing, so working on how best to foster that for people.
- Looking forward to the continuation of 'Roe on the Rocks' series

#### Tammy- Public Affairs

- Vanport was a bit of a bust for a lack of communication from the vaport organizers but luckily we were able to do some broadcasting from the event at Holy beanz
- Spoke to Jackie Keeler about FCC violation.. She said she will take an FCC refresher class
- Hoping to get programmers of the Dirt bag back in the station for their show next month
- Looking for board ops
- Azia: start getting PA hosts to do Spinitron
- Estelle is starting this week! Web clean up coming!

#### Azia - Program Director

- Remotes
  - Focusing on Waterfront Blues festival planning at the moment.
    - Looking for volunteers!
  - Hopefully meeting with Rita for Cathedral Park planning on Thursday
  - Good in the hood and Juneteenth Partnerships fell through this year
    - Juneteenth OR felt they wouldn't be able to get artists permissions for broadcast
    - Good in the Hood did not communicate until just last week so we didn't have enough time.
  - Potential Remotes
    - Phil reached out to pickathon and string summit. Outlook not likely
    - I reached out to PDX POP Now, waiting on responses
- Beginning Special Program planning for the Fall Drive. Dates are tentative Sept 15th to Oct 15. Program Ops is putting together another special programming survey to gauge interest. Hoping that with an early start we will see more volunteer engagement
  - All Programmer Meetings are likely to be the 1st week of August
    - Legal ID and Resetting
- Got Cosponsorships back off the ground last month.
  - Tom is now involved and is now reviewing applications
- Schedule Updates
  - Melting Pot is retiring



- Its almost like being caught by the dump button, but as of now they are tried as if it went over the air
- Ideas:
  - On-Air
    - 1st Violation = suspension 1 - 6 shows, probation for 3 months, Retake the FCC Class
    - 2nd Violation =
    - 3rd Violation =
  - Vetting
    -

**Adjourned: 7:20 pm**

**Next Official PAC Meeting: September 13, 2022**

## **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