

Present: Roger, Dan, Del, Erin, Jenka

Facilitator: Del

Notetaker: Erin

## **Staff Reports**

### Erin Yanke

- Membership Drive happened - very successful. Did half News and Public affairs Day, the news department did well, very exciting
- CPB Restricted Funding - Youth of color Internship started today
  - Octavia Wade
  - On News from the Boo tomorrow
  - Will be putting KBOO programming on national platforms, creating digital strategy to promote KBOO content to other stations, and also going to meetings and exploring the structure of KBOO for 6 months
  - I am point staff person for Octavia
- Training Intensives
  - Going incredibly well, very exciting for production training
  - Starting news training this Saturday
- Snow Days and subs - lots of subs!
- Archival training
  - Selena leading training on using Resource Space within KBOO to document our analog archives. Next class is Thursday at 6:30pmin the news room
  - Editathon March 25th - invite in the public and former volunteers to help us get data about KBOO programs into Resource space
- Catlin Gabel Intern starting in May
  - Rikki - 30 hours a week - they'll make a proposal after March Volunteer Orientation

Zelos Marchandt – no report

Canaan Schlesinger – no report

Derric Crooks – no report

### **Board Report - Delphine Criscenzo**

- Board lost 2 members - recruiting for new members - 2 applicants to fill in 2 spots
  - Del is co-station manager
  - Matthew Bristow is now Underwriting Director
- Monica's last day is Feb 28th

- New Liason to PAC is TSixx -
  - He's out of town for a bit, back hopefully next month
  - Del will stay on committee until T Sixx is available

### **Strategic Plan process and how the PAC will be part of it**

- CREATE PROCESS FOR RECEIVING FEEDBACK AND FOLLOWING UP
  - Goal- create process to digest feedback
  - Goal - create process to act on feedback
  - Evaluation is different then feedback.
- JENKA came to the PAC meeting!
  - Explain options for program evaluations on the web
  - Github project management
  - Web form
    - What should go on it? Current Program Eval Form?

Del - Jenka pointed me to Contact Us form, pick a department and send your message, it sends message directly to the email. Now, people are clicking everything, working on being more descriptive so people don't click every option.

- Contact is under "ABOUT"
- Not scratch it, but create a feedback that's more programming specific and add categories we've thought about

What program

Day / Time / section of day / what kind of show (Music PA Podcast)

Erin - Per had good wording for a few basic feedback questions (Can't find it in meeting minutes)

Jenka - if people get to program page, they can contact the host directly for most programs. We want all hosts to be able to be contacted by listeners.

Del - do you want to be on news from the Boo for how to give feedback

Jenka - yes, and blog post also

Del - I'll flesh out what is currently on "contact us", then put the feedback that's more specific to program on same page?

J - Link - click here to give feedback for something you heard on KBOO - then it goes to another form

Dan - break out to Music/ news / Pa?

J - Yes, and also time of day that you were listening? Talk show or music show? What's your feedback?

D - based on what feedback they select, it will go to Program staff

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Jenka - internal evaluation - use github as a tracking mechanism for people doing program evaluations. When we paid someone to do evals, or cover staff so they could do program evals, worth it - grant funding - detailed feedback is difficult

Del - feedback we're looking at doing but using volunteers to do it. Strong form ,only thing adding is about values, beloved community

J - developed criteria around that - pulling it up. Can put eval form online and have it available

Critical thinking skills, research skills, empathy with those impacted, story selection,

D - once we have back end available to track, then forms can be on line and be ready to go. Work out where the forms go - to their directors, who will still be responsible for sitting down with program hosts and give the feedback.

J - wants to look at volgistics before we put it all on github, its' what we're using for all volunteer tracking. Github may not fit as well. Looking at it with Ani tomorrow.

D - V may be a simpler interface, sign up for shifts and evals. By next time we meet, we'll have a bit of experience with volgistics. Will check in before the next meeting. What do you need to get started? Who will set it up? Each director?

J - each director. Prioritize who hasn't had eval at all, longest amount of time

D - create a prioritization list for the evaluation process

J - part of programmer contract for new programs is that they'll be evaluated within 6 months - priority

R - someone bring us a list next time of priority?

D - come up with list of all programs, ask Directors for priorities - hosts if necessary - then we'll have web form, then need to recruit volunteers

R - like Jenka says - how long has it been since the last evaluation.

**Jenka - creating new feedback form for program related feedback**

**All Directors are making a list of evaluation priorities**

**Erin ask what has been evaluated , what are the newest programs**

**Erin will create spreadsheet from this info**

**Del and Erin will check in with Jenka and Ani about volgistics before next PAC Meeting**

**Erin will add jenka's criteria to forms for PA and music**

**Jenka will create google form or web form for full on program evaluation**

J - would be helpful for people from other stations

D - make it public without people being able to fill it out for being logged in?

J - either public or private

Public - are you a KBOO evaluator or listener? Not give as much weight as trained person

**Erin and Del will make public the volunteer job description, set training date**

**Erin and Del - Sign up for date of training and curriculum**

All feedback goes to directors. Have 2 evaluators on each program, have something to meet with people about. Directors decide how to give the feedback to the hosts

Next time - derrick will come

Volgistics training, if we choose volgistics

## NOTES

### Strategic Planning Goals

- **IN HOUSE EVALUATION PROCESS**
  - Create a job description for a perfect peer evaluator, use this as a training document
- **CREATE PROCESS FOR RECEIVING FEEDBACK AND FOLLOWING UP**
  - Goal- create process to digest feedback
  - Goal - create process to act on feedback
  - Evaluation is different then feedback.

### From Strategic Plan

Goal 3.4 Tactic 1 - by 2018, the programming committee will make a plan for addressing the strategic plan survey input and the call for local programming and listener engagement

**From October** - Erin will check with Jenka on helping set up a form on the website and at staff meeting ask about what questions to add in the form, and legal info to put on the form about using email addresses, etc

Waiting on Jenka for answers for that

Rough timeline subject to change with information!

Recruiting and developing curriculum in Jan and Feb

Training in March April May

Starting in June