

KBOO Monthly Engineering Committee Agenda

Wednesday March 7, 2018 7PM Studio One

Welcome and Introductions – Hand around the **Contact sheet**. You are appreciated ones. Please let us know how we can contact you.

Facilitator – Marc Wiener

Minutes -

Meeting Guidelines -

- 1) Take care of yourself
- 2) Step back, make room for all to have a say
- 3) Step forward, share your perspective
- 4) Say what you need to say without humiliating anyone
- 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) Raise your hand to contribute and wait to be acknowledged by the facilitator
- 8) Use "I" Statements, speak from your own experience.
- 9) Keep a person's information you learn here confidential unless you have asked them.
- 10) Expect mistakes but be accountable and stay committed (to each relationship and to the work)
- 11) Upholding these meeting guidelines is everybody's business (not only the facilitator's). If you think a meeting guideline is not being upheld please use the process check sign and ask for a discussion of this. Process check jumps to the front of the line/cue and interrupts the discussion.

Agenda

Kudos –Mike Johnson for his endless help and expertise during the new phone system install.
Jeff and Colin for their invaluable assistance to Mike during the new phone system install.
Also to Jeff and Colin for all the additional engineering assistance they continue to supply to KBOO – the department TRULY could not accomplish all that it does with them.
Additional thanks to Devin for his ongoing contributions to KBOO engineering and music

Tom's Sabbatical Leave of Absence – (February 12 through April 2nd) has arrived and Tom is hopefully somewhere in the wilds of Northern California by now, discovering the true joys and meaning of serendipity.

Server is screaming – We still have a server in the server room that is on high fan mode. Our New IT guy, David, took a look and decided it was a BIOS problem. He wanted to begin a project to virtualize the server on one of the machines that Robert had gotten Intel to donate.

UNFORTUNATELY, Our New IT guy, David, has resigned. **DISCUSS**

Harris CDLink Status Update – Last month we reported that a new coax section replaced some old messed up coax on the KBOO roof and improved VSWR at the studio end, but we still had fluctuation of signal strength at the tower end. Mike & Marc went up to the tower and huddled with Portland RF Ninja Gray Haertig , after which they replaced an old messed up coax section at the transmitter end: **VSWR improved! DISCUSS**

Recap Project for Air Room Output Module – Jeff Hunt, Mike Johnson **STATUS REPORT**

New Air Room POS Fabrication – In progress. Jeff Hunt **STATUS REPORT**

Production 1 – Marc is working on refurbishing a newly donated workstation to run visual impairment software separately from the main audio workstation. **STATUS REPORT**

New Phone System – The new office phones have been installed and have now been in use for over a month. Discuss any issues, problems and solutions as well as tweaks still needed. Also, Studio and Production room phones were given some significant attention in February. Update the committee.

Production 2 – As part of the new phone system rollout, Marc & Mike did some significant re-jiggering in Production 2 and is planning the fairly imminent installation of phone capabilities in Production 3. Update the committee.

Smoke Alarm Testing – We still need to schedule a date for the smoke alarm dude to come out.

Next Engineering Committee meeting date to be Wednesday April 4th Studio One 7PM

Thanks All of You Beautiful People!