

BPM WG 2013-11-11

Attendees: Don M, Jeff K, Gene, Michael Popadapolis(MP), Judy H, Allen W, Sue B, Jimmy Tarday, (Minutes by Sue Bartlett)

Gene presented us with a divided list of policies in groups. I think he sent it in the email before this Nov 11 meeting.

MP: #1 Non discrimination: handled partly in employment manual, union, should we split it up? Still applies to
Community advisory committee: we need to look at law and determine what needs to be done. (Update: only required by CPB (which we don't get money from) and in bylaws which also say program committee encompasses the CAB. -Sueb)

Gene: Policies in the past specifically put the CAB in the program committee to keep the CAB inside KBOO, to avoid losing control to outside entities.

Don: what about training for the members? (Gene: should train all chairs, etc)

Gene: talked to Ani about volunteers. She doesn't think that should be in handbook. However, it makes sense to make some of this in handbooks
Legal requirements need to be in BPM, like policy on obscenity, etc.

Judy: this [the manual] is to make our lives easier.

MP: Maura was not allowed to vote because she was a member, even though a director for a while, because she was not listed as a volunteer. That needs to be resolved.

Gene: additional writing needed for committee membership: there are no general statement of requirements and responsibilities

Gene: Need a new dispute resolution process, but separate out volunteers since employees are covered by the union contract.

Jeff: in addition to reworking the BPM, are we going to make recommendation to the board?

Yes.

Allen: there should be a separate manual for volunteers and on-air people.

Jeff and Gene: there is a short handout for volunteers, it needs to be improved

There should be an employee handbook on how to do things.

Sue: this would be good, but out of scope right now.

Ani's email suggests that some of the policies should not be policy, but rather operating instructions, since things like fundraising are already in the staff's realm.

Allen: there should be a policy about fundraising responsibilities, and the rest should be in an operating manual.

Judy: keep going back to the purpose of the BPM, and it should give an overview and responsibilities and then again, detail should be elsewhere.

(Agreed, I think)

Don: there are linkages between development director, board members, etc.

Judy: Teach and remind people of what KBOO is and what it is about – we should just put board info in it. It needs to set a tone, or the scope of responsibilities

Jeff: three things not in place: no stn mgr, no dev dir, no finance coordinator. Interim has to report to the board.

Sue: need checks and balances to avoid another injustice like Stn Mgr trying to fire everyone. (yes I know the union won't allow that now, but as an example)

Judy: all policy should be available for review every two years or so. To keep them alive. Volunteer Discipline Code: needs to be reviewed and approved by board. On air rights and responsibilities - program committee should look at that periodically.

MP: how does a person get a letter from ??? to tell them they are not welcome (not allowed) at the station? (He said this happened. A person got a letter saying they were not welcome. MP did not disclose the person, or the reason given.)

Agenda for next time:

Review comments from Ani

MP – should we vote on this?

SB: we should vote on the groupings? And talk about what actually belongs in each group.

Thanks to Gene for all his work!

Don: remember the collective memory around KBOO is pretty great!

MP: we should link the ones that are not rescinded and look at the one in abeyance and figure out a way to combine them.