

Program Advisory Committee Meeting Agenda August 13, 2019

Present: Gary Dickerson , Jenna Yokoyama, Erin Yanke

Facilitator: all

Note taker: Erin Yanke

Introductions

Meeting Guidelines

Staff Reports

Board Report

PAC Surveys - initial looksee

Staff Reports

Althea- PM News

- First week! Too much pressure!

Jenna - Public Affairs

- Staff and title change
 - Jenna has been hired on full time
 - AM News and PA Director is now just the Public Affairs Director. The public affairs director is now in charge of ALL PA programming (i.e. I've absorbed 6-8p into my purview)
- Membership Drive planning
 - News and PA day has been set to Fri, Sept 27. The theme is "climate crisis" and we're still scheduling and finding producers
 - Programmers are being talked to about planning for the drive and for volunteering at the drive
- AM PA
 - Positively Revolting is awaiting word from Ani still
 - No new programs this month but Between the Covers is getting some new volunteers to host. Yay!
- PM PA
 - I'm working on figuring out the schedule and letting people know that I'm their new director
 - We're working on hiring an assistant to help with the technical aspects of PA (board oping, finding substitute audio when a programmer is absent)

Erin- other

- Took actual vacations
- Staffing changes

- On hiring committee to hire Jenna Yokoyama, who's position changed to Public Affairs director
- Hiring a public affairs assistant to be in charge of evening hours, working on job description now, will incorporate the Syndication job to pay for it
- Althea Billings is the new PM News Director
- Membership Drive Planning
 - Planning all programmer meetings
 - Planning special programming
 - Supporting BreAna in volunteer coordination role
- Archive transitions
 - Marti will be going to very part time as of September, as she has a full time job with PSU now
 - Intern support for the summer, Erin will train Max this week to help
- Outreach
 - Friends of the Children recording project, and long term partnership
- Trainings
 - Need to revamp training - again add all day intensive class and more workshops to offer more selection of people as to what they need, being more flexible
- Future
 - Teaching a day long podcasting workshop at 2019 Activists Mobilizing for Power (AMP) conference in Spokane, hosted by Western States Center
 - Still in limbo about the Marla Davis funds to fight the christian/Alt Right, which is difficult to deal with as they are fighting in the street this Saturday. Erin is looking into pursuing this without using the Marla Davis funds

Board Report - No Board Member Again

Programming surveys

Gary _ #1 thing is no term limits, desire to use podcasts as a way to prepare new shows, desire for older programmers to have shows reviewed to see if they are relevant, a few people upset about music becoming more mainstream, sharing and mentoring with programmers, submit to quality review, people asked for a committee to make the decisions about what would go on the air, that was not advisory,

At the Texas station there was a 7 member body, all programmers and subs, elected by the programmers not membership, decided schedule every 6 months, but was an all music station, public affairs is a way bigger deal here

Evaluation

Asked for people to be peer evaluators, and they were voted on, wanted people to be knowledgeable, fair, and able to do a good show so they could give good advice (didn't say that out loud to the reviewers). Let everyone do a test review. Tried hard to review every show during the 6 month cycle.

At KOOP-
Service Hours
Adherence to the mission

Erin and Gary talked about a training wheels programs for DJs and working on the Freeform DJs being able to sub at KBOO idea. He'll try to figure it out from the Freeform side, Erin will work on curriculum, and they will start a new program on the 5th Friday or 5th Thursday where Gary will be the official board op and people will sign up for a one hour DJ shift, to get used to being a DJ. First show will be November 29th, Erin will announce it at the legal classes to get the brand new DJs experience

Adjourned: 7:09

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, AM News and Public Affairs 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 reappointed 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