

Program Advisory Committee Meeting Agenda December 8, 2020

Present: *Althea, Azia, Gary, Diablo, Shaheed, Tammy*

Facilitator: Azia

Note taker: Althea

Board Liaison: Shaheed

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Progress on Beats
 - Been working with reporters to fulfill on their beats and work on building sources.
 - Some folks have taken it on pretty easily, and others have not as much, perhaps in part due to the strains of the end of the year.
 - Will continue to work on structures and accountability for reporters with beats
- Holiday specials
 - Created 4 holiday specials that ran the 24th, 25th, 31st and 1st that used News in Depth pieces from the past year related to particular topics.
 - 1 hour special on police accountability, half hour of author interviews, 2 half hours of coronavirus related pieces
 - Did not rely on special programming or evergreen episodes of syndicated shows as we have in years past because the team is remote, not traveling for the holidays.
- January Training schedule, managing the training schedule going forward
 - Working on standardizing our course offerings and updating our training page on the website.
 - Priority is to make it digestible and workable for shutdown times and for when we return to station
- Press passes
 - Reprinted press passes in December, decided to extend their lifetimes so that they don't all need to be re-done in the same month.

Tammy- Public Affairs

- MLK day broadcast next week
- New program starting Wednesday with Rachelle Dixon (previously of Radioactivist) under a different name but with a similar vibe
- Program evaluations are behind, sending an email to PA people letting them know that the evals won't be done by the 15th
- FCC filing got done this weekend, important because it is related to our license

Azia - Program Director

- Special Programming
 - African American / Black History Month Series throughout February
 - World Radio Day Simulcast with WRHU Hofstra in NY on Feb 12th
 - To showcase Portland and for a Tribute to the late Marc Wiener
 - Very exciting! If you know of anyone who wants to contribute, let Azia know
 - Diablo: Marc was on air for the 50th, does anyone know where that is? Azia: I can ask Erin since she coordinated a lot of it, she could be able to find it. Could also ask Marc's wife if they have film or audio that could be used for this event Diablo: Engineering meeting was echoing the previous call for material from Marc
 - International Women's Day March 8th

- Music Marathons for The Winter Drive (Feb/Mar)
 - Grateful Dead Marathon - TBD (Feb)
 - Life During Wartime Marathon - March 17/18th
 - Metal Marathon "March Forth" - March 3rd/4th
 - Bluegrass Marathon - March 13th

- Program Evaluations
 - Falling behind on these, we had planned to have this block of programmers reviewed and results returned by this Friday the 15th
 - Gary: I finished almost everything on that list last night, only about 6 left undone, missing ones without last names and short time programmers. Might be a good idea to check the earlier one in case folks caught up on their volunteer hours
 - If anyone on PAC can continue to help with filling out evaluation forms, that would be a huge help!

- FCC Violations
 - We have had quite a few violations go out over the air last month. In order to combat this, I would like to add a requirement that programmers take the FCC class once a year. This will be added in the 2021 Edition of the On-Air Contract
 - Shaheed: I agree
 - Gary: At other stations, we would include FCC reminders in meetings regularly
 - Diablo: Great idea, maybe there's a version for new programmers and returners?
 - Shaheed: Is this part of the program evals? (Yes)
 - I also want to clean up the current discipline code section in the contract as well.
 - Diablo: Might be good to differentiate what kinds of violations there are, like are they music violations, safe harbor violations? Could help to inform programmers

- Gary: Has taught a lot of FCC classes at different stations over the years, could help to teach those classes here too.
 - Will need to be brought up with the Personnel and Governance committee
 - Let me know your thoughts or suggestions for the Draft.
 - I hope to present the draft at next PAC meeting
- Program Proposals
 - Eclectic Pandemic - Thomas Martinez (eclectic)
 - Rhythm Shake - Mike Fisher (Roots rock Music)
 - No Thing Considered - Ben Luton - (Eclectic Sound Collage)
 - Syndication New Orleans - aim to use content to bridge portland and New Orleans
 - Diablo: How often would someone outside Portland be taking our airwaves?
 - Their preference was 2 hrs twice monthly
 - If you have time to review these applications and sample audio, I will forward you the applications. Will be giving Answers to applicants by the end of the week. So please return your feedback by the 15th.
- Shows Retiring
 - Espiral Radio - Luna Flores
 - One, Two, One, Two - Michael H - DJ Grimrock
 - The Occasion - Jennifer Perrine
 - Stage and Studio - Dmae Roberts, 1/2 hr culture show

PAC Policies

- PAC Chair
 - Designated person to prepare Agenda and Facilitate meeting
 - Co Chairs: Althea and Azia
- Note Taker

Expanding PAC: If you know someone who is a listener or member who might be good for the committee let us know!

Diablo: Could be something to put in the Facebook group, encourage people based on the need for more volunteer hours. Coming at people from a variety of mediums might help to up our responsiveness.

Board Report:Shaheed

- Board is satisfied with the work Programming is doing!

Adjourned: 6:35 p.m.

Next meeting: February 9th, 2021

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, Public Affairs Director and News 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