

Program Advisory Committee Meeting Meeting Minutes October 9, 2018

Present: Dan, Heather, Paul, Roger, Shaheed, Herschell, Celeste, Erin

Facilitator:

Note taker:

Introductions

Meeting Guidelines

Public Comment (if any) -

Staff Reports

Board Report

General:

- **Programmers Survey (erin)**
 - **Results so far**
 - **Work on 2nd survey**

- **show evaluation status and future**
 - **Delphine met with Ani and Celina Flores**
 - **Celina has who has agreed to serve as our evaluations coordinator.**
 - **The evaluations should start in January. Celina will focus first on becoming familiar with the process and training volunteers.**
 - **Erin will also work on short evaluations with programmers, plan from NFCB in Santa Rosa. First step is to share knowledge with Program Ops team, which will happen next Tuesday**

- **Political Perspectives Program Wed 9-10 - Paul**

- **Max alert said protests on Sunday - nothing on news. Would be great to interrupt programming for breaking news - Heather**

Staff Reports

Derric

Sam/Theresa

- Finding our feet as co-directors: in general trying to make small and big improvements to the news program, taking feedback from volunteers into account so we have a responsive, highly functional newsroom to hand off to the new director in November.
- Getting ready for Election Night, working with rest of Programming Team. So far, have a loose structure and developing list of roles. Confirmed board op for 6-8pm. Tonight, will

send out a last general request for volunteers, after which we'll be reaching out individually to match volunteers with roles.

- Filling in empty roles in the weekly running of evening news/PA (board ops, anchors, producers).
- Establishing one-on-one relationships with new and existing volunteers to instill a more mentorship-based atmosphere in the newsroom, with the long-term goal of reducing the reliance on syndicated audio, while making sure we replace it with quality, community-based volunteer-produced audio.
- As staff, we are also trying to minimize the amount of reporting we ourselves do--for the most part, aside from maintaining contacts and beats and resolving ongoing reporting obligations, this has happened. Sam is trying to establish a couple "beats" as volunteer roles--including covering city council.
- We have begun training volunteers to use transcription software and create fully-dressed online story pages, with an eye towards increasing our web presence and making our reporting and programming easier to access.
- We have been connecting with Evening Public Affairs shows to both make sure that they feel supported by staff, and also re-establish a measure of editorial oversight. This is underway but will definitely be something to hand off to the new director to establish their own relationships.

Erin

- Membership drive
 - Goal was about 93,500, we are within 7k
 - News and PA Day did well, last Saturday was outstanding
 - Need all program hosts to seriously engage with pitching, we have 3 pitching workshops already set for the Holiday Drive
- NFCB Conference in Santa Rosa
 - Learned about leadership style, a 2 minute evaluation process just about mic technique and quick feedback that we will be implementing soon,
- Grassroots Radio Conference in Portland
 - Did 2 classes there, good community good time
- Live Music Organization meeting
 - Keith is taking over as point person, system seems to be working. Classes are set for November.
- OMSI partnership with Nikki
 - Tonight! Hoping to expand to more events with OMSI
- Oregon Community Media
 - Meeting this Fri and Sat in Newport
 - Working on collaborative show about immigration
 - Working on collaborative programming for Election Night coverage

Board Report - Shaheed

- Approved a bunch of minutes, nothing else he can think of
- Herschell - spend 18k on how to raise money
- Dan - new board members?
- Shaheed - should have. Didn't make the General meeting

General:

- Programmers Survey (erin)
 - Results so far
 - Erin read them to the group
 - We agree with some, and disagree with some, but it's all personal opinion at this point
 - incentive first - Do you want a kboo hoodie, fill out the survey
 - ERin will again Send out after drive is over - will put in October email
 - Dan will send out to folk group
 - Erin will put paper copies in the studios after the drive
 - Work on 2nd survey
 - November
 - Current programming and programming changes
 - Del - if we were going to create more air time, how would we go about it?
 - If KBOO started to have a time limit on longevity of programs, what do you think we need to know to make it an inclusive process?
 - If KBOO does not have a time limit on longevity of programs, how would you approach getting new voices and perspectives on the air?
 - What do you think the role of podcasting should be for KBOO in the next 5 years?
 - Dan - time limit - instead call it a sabbatical - take a break - how to have this communicated without making promises that cannot be kept?
 - Asking collectives - how do you recruit new members?

/S

- **Programmers Survey (erin)**
 - Results so far
 - Religious programming - gospel and more? Pathways self help/spiritual more
- Heather needs to be all programmer email
- Target collective heads
- Putting them on paper in air room
- Better Signs
- Shaheed - if emails not working, "what would it take" I don't know what it would take - in terms of finding out the information we could have a call in show. Programmers are notorious for doing their show and heading for the door.
- Celeste - how often do they meet?
- Dan - 2 times a year

- Shaheed - doesn't happen programming issues with strictly programmers? Once you start making changes then they come and raise hell.
- Celeste - pull programmers together to discuss results, can give feedback now?
- Shaheed - "why isn't there more _____" - who's gonna do it? Welcome to do it if that's your interest, but can't make people
- Dan - a lot of programmers do their show, they're isolated as to what's going on, think a lot of programmers would be interested in a quarterly event as to what's going on at KBOO. Can try it, done it in the past? Would help with people reading emails, missing link to surveys, being in the room, here's why. Would increase the sense of urgency
- Heather - volgestics website doesn't have survey on it, that would help probably help

Work on 2nd survey - in NOV PAC

- **show evaluation status and future**
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- **Political Perspectives Program Wed 9-10 - Paul**
 - Paul - appears to be transforming to a program by Lisa Loving without going through process, concerned about it and against it. PP kathleen stephenson started, Wed morning 9-10 - kathleen used it as a place for locally produced material or overflow spot, Paul used to produce a fair amount for it before the talk show. LL was doing once a month, seems now she'll be doing it almost every week. Seems inappropriate that if it's a new show it should be opened up. Think we should be encouraging new hosts, and new programmers. Talked to Derric, has a hard time finding local programming to fit in the spot. Paul thinks there are ways we should be encouraging long form locally produced programming. There are other people out there we should be able to find, not just another old kboo person to fill in a show. I think it's wrong. Paul will oppose it in whatever way he can
 - Shaheed -strictly for variety with host?
 - Heather - process
 - Paul - first process - one place to encourage new programmers, unique opportunity to bring in new people.
 - Dan - is Lisa going a different direction?
 - Paul - no, not content, it's first the process, and B we should not be encouraging long time people involved with KBOO to do programming, work hard to get new people

- Shaheed - the process is not important to me as the content. If the content changes, that's significant. We can support the process. One of the things Derric brought to the Board is he has trouble finding content - younger folks or whoever. He's trying to do a few things, so I can understand getting young folks is an issue, if the content changes, that's what I object to
 - Heather - old station had a rule if you missed 3 shows in a quarter, you were out. Open process every quarter. See Derric's point on that
 - Paul - change in the program, it's going to be the "Lisa Loving show" and needs to be opened to apply, process is not being followed.
- **Max alert said protests on Sunday - nothing on news. Would be great to interrupt programming for breaking news - Heather**
 - Long term process,

Adjourned 6:45

Shaheed - process - when program host can't make their show, their responsibility to get a sub?

Next meeting

Clarify open show process

Go over results and work on 2nd survey questions

Next meeting november 13th 6pm

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, AM News and Public Affair 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