

Program Advisory Committee Meeting Agenda

January 14, 2020

Present: Roger Warner, Sara Farahat, Althea Billings, Emma Lugo, Tammy Habteyes, Erin Yanke

Facilitator: Althea
Note taker: Tammy

Introductions

Meeting Guidelines

Staff Reports

Board Report

- In Feb - Make a plan for next year! Specify the “how” of how to meet our strategic goals, Election will probably dominate the plan, as well as Staff retreat that’s this Friday

Staff Reports

Althea- PM News

- Programming retreat: discussed and planned Hindsight 2020, one week out now; Discussed month themes for news and public affairs, elected not to decide them all right now, but we have a lot of good ideas; talked briefly about news training tracks
- On my own, I created and posted a list of class requirements for various newsroom responsibilities
- Volunteer retention: instead of creating a whirlwind of activity on Orientation day, instead setting up a meeting with interested volunteers after the orientation and easing them into wherever they are most interested in participating
- Press Pass overhaul, picture day on Thursday; press pass has been redesigned and looks pretty legit
- End of the month going to DC for Power Shift Project training
- Two interns, one who has been a volunteer for some time, the other I am building up to Producer duties. Working on ramping up expectations, social media and web presence as well as email a priority
- POCC recommendations: Continuing to reach out to lapsed POC volunteers with the goal of reaching 50% POC volunteers in each major role
- News wrap up programs cut together for end of year seemed to go well

Tammy- Public Affairs

MLK- I think that a lot has fallen on me as the communicator between this event and staff.. I was under the impression that I was responsible for the programming for the day (preempting shows creating special programming and organizing board ops.. but somehow I've been also tasked with other jobs like setting producers for the event, anchors, board ops and it's a lot

considering I'm also producing audio for the day from 8-11 and then also tending the air room from 12-4.. this was discussed with management and we've scheduled time for a debrief after the event to see how to make it easier for next year. (Redefining roles\defining roles.. what does that look like..) but most importantly for programming I want to figure out how we continue being a key part of supporting the staff, volunteers and the community in broadcasting the biggest celebration of MLKs life and legacy this side of the Mississippi!!!!

(Comment by Erin - in the past, the PA director was in charge of the morning special programming, but the event coordination was by the Volunteer Coordinator and the Engineer. Tammy as point person should NOT continue beyond this year, and was only circumstance. Thank you for stepping up!)

I'm also reached out to volunteer coordinator to add a volunteer handout sheet and literature about membership and volunteering when tableing

Hindsight- I'm very confident about our vision for this programming. I'm still waiting for audio from volunteers. I was hoping to get an interview with Eric ward but the programming team brainstormed great alternatives. I've reached out to all three of them today.

Promos- I'll be working with Lanita Duke and all PA programmers to create promos for their shows.. I think the listeners and programmers will both enjoy it.

Winter Drive- I've worked with few hosts about the new pitching style. Some will pitch this drive and some will pitch in the spring.. I'm looking for people who can edit democracy now at 6am (I can train them anytime during this drive. this will be critical in my ability to be functional during the spring drive.

Erin- other

- Winter drive- clarifying changes that were made during the holiday drive, since there are so few programmers involved in this drive. Trying to make note of what the programmers are confused about, so they can be addressed during the All Programmer Meetings before the Spring Drive
- Sabbatical (Countdown - 18 Days!) Jeziniah has begun training, and has done Operator Log Sheets and Promo making. They will come to staff and program team meetings, and will be part of the staff retreat on Friday
- Volunteer issues
 - Lucia is leaving her show, not sure when
 - Emma: Reach out to Arabic language programming -M.E.T
 - Joe Woods resigned. Tammy is filling in for now. Will open up the timeslot for proposals when the new program proposal form is done
 - Rabia was told that the Contessa accent is harmful and needs to stop. She has asked for a sub for this Sunday, and more information. Erin and Jenna will be following up probably tomorrow

- Judith Arcana is doing her last poetry show this month. Jennifer Perrine will take over the show
- Teaching at Beaverton school of Science tomorrow, helping with podcasts
- Community Advisory Board
 - Meeting in Feb
 - Janice retired, so we have now a few stable folks, but we need more. Erin will work with Program Staff to recruit

Board Report

- Emma: Excited about the donation! Board is still looking for POC members. Emma will send email to current members about volunteering at KBOO's vendor table for outreach.

April meeting is cancelled!

Next meeting- Feb 11, 2020

Adjourned: 6:45

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