

Facilitator -

Notetaker -

Present: Roger, Celeste, Per, Lisa, Kathleen, Erin

## AGENDA

- Staff Reports
- Board Report
- New Programmer Responsibilities
  - Ani and Erin worked on Document, Ani will come to meeting in March to answer questions and get feedback.
- Orientation Materials for PAC
- Feedback to Kathleen about show opening

-----

### Staff Reports

#### Kathleen

-Helping to revise KBOO policies

-Staff Retreat with major focus of new operating teams and peer evaluations. Also brainstorming for 50<sup>th</sup> anniversary

-Dealing with a couple volunteer issues

-Meeting of Talk Show hosts discussing a variety of issues that are common to the call-in shows

-Learning KBOO Smart phone for Twitter and Instagram and whatever!

-Board operator coverage for Homelessness Marathon on the 17<sup>th</sup>-18<sup>th</sup>

-Looking to future of Spring Membership Drive April 21-May 3

-Intersections Radio has left KBOO, Kathleen will keep it open through April's News and PA day

#### Erin

- Programming Policies #6 and #22 were updated (handouts)
- Monday Programmer meetings are fantastic! People are enjoying the attention and I'm learning a lot to help support them, and about the programmers as individuals. I'm also taking selfies with all the programmers. it's been great, and I look forward to implementing this with the rest of the programmers.
- Mentoring and Interns

- met this month with PSU and U of O people to discuss mentoring. Making a flyer for PSU interns (aiming at those that want to help with the archive) and we'll be in touch with U of O for broadcasting their stories on affordable housing this semester.
- Trainer meeting went well, we will be identifying new Introduction to Audio Production trainers, we heavily revised the Listening Session document, and BreAna will be doing the first new Listening training March 2nd, and we will bring info from mentor meeting in Feb back to this group for feedback.
- we did not get the grant which would have provided us a full time archivist. The NEA grant is due in March, Michael Wells is working on it. We have 2 volunteers who are helping me go through the pile of music reels that are not archived at all, and making a spreadsheet about what we have.
- Staff Retreat to move to new team meetings once a month, to help Monica with staff management. We also began planning our 50th anniversary party.
- Successful volunteer appreciation party! Much fun was had.

### **Lisa - PM News**

- 2 slots open for queer programming

(Kathleen says there were other proposals, that may be a place to look)

(Erin says send her the info for the all programmer email for possible hosts and/or subs)

- Met with Jackie about building community around Native programming, and the possibility of breaking off the 15 minute news program for Native issues

### **Board Report**

Del was not able to attend, but sent this report

- The Board is still looking to fill 2 open seats. Applications are accepted until Feb 15. More info can be found on the KBOO website: <http://www.kboo.fm/kbooisseekingboardmembersapplicationsare>

Please spread the word and invite anyone who might be qualified and loves KBOO to apply!

- A PAC work group convened on Jan 22 to revised 2 policies that had been identified for revisions. The Governance committee will meet next to review the changes and offer feedback. The policies were:

#6 Program Committee Responsibilities

#22 Programming Changes

A revised version with input from the Governance committee will shared with PAC members.

- The Strategic Planning Support Work Group has been working with Miriam Barnard and Ben Moorad to create a process for creating a 3 year strategic plan for KBOO. Stay tuned for opportunities to participate in focus groups!

### **Program Host Requirements - Proposal**

General:

- One shift per drive, or average of 3 shifts
- Meeting before spring & fall
- state of station
- pitch message focus
- keeping pitching skills fresh
  - audio clips of pitching / peer critique

Social Media and Web:

- Schedule yer episodes, and that's not all:
- link posts back to KBOO (tag KBOO) or post page
- check ins aren't good enough
- make a public post
- would be helpful to have at least one of the three platforms we use
  - Twitter, Instagram, or Facebook
- Require guests to link back to guests if guests have pages / handles

Outreach

- If deejays or musicians or hosts have public gigs, let us know so KBOO can promote the show, and you can take some bumperstickers
- Develop a KBOO live and direct calendar

Timing: when we roll out the new website

(Roger wants to know if he will be told as a volunteer who pitches, but is not a program host, How to get out word to other volunteers like Roger at that time?)

- Orientation Materials for PAC

- Orientation Packet will be put together for all PAC Members when the Governance Committee and Board have made policy changes
  - Erin will give Packet to all members once the Board has approved the policy changes, without the meeting minutes (since you already have them)
- Erin will give Packet to new members at their 3rd meeting
- Erin Proposes that the PAC Orientation Packet be made up of:
  - Meeting Notes from the past 2 meetings
  - Copy of the on-air schedule
  - Evaluation forms
  - Programming Staff Goals for the year
  - Program Committee Goals for the year
  - KBOO Policies
    - 1-Non-discrimination
    - 5 - Conflict Resolution
    - 6 - Program Advisory Committee Responsibilities
    - 22 - Program Changes
    - 23 - Program Charter
    - 68 - KBOO House Rules
  - Strategic Plan
    - the content that applies to programming will be included, once it is approved by the Board

Kathleen - Program audio

Celeste - impressed with Religion for Life, liked the books he talked about it, flowed well, very professional. Radio theater was good, too, had good flow.

Per - sounded like chit chat. not that interesting. wasn't able to get into Religion for Life

Roger - did evaluation of Pacific Underground, (Told us about it, gave to Kathleen)

## **Policy Revisions Jan, 2016**

### Policy #6 PROGRAM COMMITTEE RESPONSIBILITIES

#### Programming Task Break Down

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. Suspend programmers for technical reasons or for not fulfilling on air responsibilities laid out in the Programmers Contract.
2. Develop new programming.
3. Fill attrition slots - in cases of no format change no consultation with the Program Committee is required.

4. Fill attrition slots - if there is a format change Program Staff should seek advice and recommendations of the Program Committee.
5. Change Existing Programming - after seeking advice and recommendations of the Program Committee.
6. Develop overall standards for broadcast and podcast.
7. Shape yearly goals for programming.
8. Revise programmer rights and responsibilities document as needed
9. Any other items listed in the current job description.

B.

The Program Staff works through the Program Committee to:

1. Provide active leadership of the Committee
2. Shape yearly goals for Program Committee
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. The Program Staff is required to report all Programming changes to the Program Committee.

C.

Program Committee is responsible for:

1. Assisting Program Staff in shaping all policy items listed in the "Program Staff works through the Program Committee" section above.
2. Working with the Program Staff to solicit input from community.
3. Working with the Program Staff to meet yearly Program Committee 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

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) individual from underrepresented groups at any time. The appointees will have immediate voting rights.
3. There will be at least one and no more than two (2) members of the Board on the Committee. One (1) additional staff member besides the Program Staff can be a voting member 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 Program Committee responsibilities shall be removed as a voting member.

6. Board appointed members will be re-appointed by the Board.

Approved by the Board 5/14/84

As Amended 10/85

As amended by the Board of Directors, 1/23/07

-

Policy #22 Programming Changes

### PROGRAMMING CHANGES

All proposed programming changes shall be presented to the Programming Advisory Committee for discussion, as per the Programming Task Breakdown Policy A5.

The Program Advisory Committee will advise Program Staff on Major Programming Changes.

Major Programming Changes are defined as

- 1) Change or removal of a single program for not following KBOO mission or approved program description
- 2) changes that affect more than one program

Procedure for Major Programming Changes

- 1) PAC will ask Staff to investigate a program after evaluation has shown they are not following the mission or have developed the program in a way that is inconsistent with the approved program proposal.
- 2) Staff will meet with the programmer to find out why they are not doing the program as it was approved.
- 3) Staff will report back at the next Program Advisory Committee and invite the affected programmer(s) to the meeting for problem solving, and next steps. Opportunities for public input shall be given at the meeting.
- 4) The Programming Advisory Committee shall make a recommendation to the Program Staff concerning the proposed change at the committee's next meeting.

After considering the recommendation of the Programming Advisory Committee, the Program Staff shall decide whether and in what manner to implement the proposed change. The Board may overturn the decision of the Program Staff if, and only if, it finds that decision to be inconsistent with the KBOO

Programming Charter and Mission, and the criteria for making programming decisions.

Program Change Criteria:

KBOO accepts the fact that there are numerous communities, most of which have no access to radio. In making programming decisions, the Program Staff and Programming Advisory Committee shall use the following criteria.

Our goal is programming that:

- Furthers the goals and values set forth in the KBOO programming charter and mission statement
- Does not discriminate on the basis of race, color, creed, national origin, gender, sexual preference, age, religion, marital status, or physical or mental disability
- Encourages positive relationships and increased understanding among different cultures
- Provides exposure to innovative and unrecognized cultural, music, and spoken word programming
- Strives for technical as well as overall quality
- Does not proselytize a religion