

Program Advisory Committee Meeting Agenda Feb 11, 2020

Present: Althea, Azia, Arthur, Roger, Paul, shaheed,

Facilitator: Althea

Note taker: Azia

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
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Staff Reports

Althea- PM News

- Introduced transcripts to the web postings of individual stories and in depth pieces using otter.ai, -automated service you can upload clips to, it transcribes them. But requires editing. Will help with eventual spanish translation of website. will help improve our SEO, pave the way for the Spanish translation of the website and make the content more accessible
- Finished the first round of press passes, with a redesign and new photos. Considering having a press pass picture day once a month to make sure new volunteers and those who can't make it can still get a press pass
- Hindsight 2020 in the rear view: learning from the experience, overall a great day of programming, next time, **don't schedule two special days back to back**, be sure to schedule board ops for the middle of the day or ask music folks to fill in (we forgot), also in the future would coordinate more with web from an earlier point in time to make sure promotion/branding/timeslots are in order -- revising a standard workplan to make sure these things are considered in the future. We forgot to schedule board ops for mid day
- Two interns, possibly a third coming soon. Good development so far, not the same track for both of them bc Yasemin has had a lot of experience, but building Melissa up to be on the producer level
- Election month themes:
- Feb: Black America, March Women's: the future is female
- Went to a conference in Washington D.C. called the Power Shift Project, put on by the Freedom Forum Institute, directed at cultural integrity in the workplace, specifically newsrooms.

- Learned a ton, I have a curriculum to teach to the newsroom sometime in the future, could also expand that to the whole staff and/or incorporate some elements into the volunteer orientation. Definitely empowering when it comes to culture shift and maintaining boundaries
- Highlights: emphasizing conduct regulation past the letter of the law or what the volunteer contract says -- compliance vs. integrity
- Clarifying a grievance process,
- Setting boundaries
- Proactive teaching of the news staff as to what our values are and how we use that to drive our responses to conflict. Value driven conflict response
- Jenna brought up the possibility of changing the news to a half hour every weekday. Feedback?
 - Celeste: Althea more time to train, look to produce more syndication quality programming for the other half hour
 - Roger: Leave that 30 minutes for election coverage. Debriefing hindsight tammy, althea, and jenka - good programming
 - Paul: Not a good idea to cut news. Best way to train people is using the news in depth time. We need to better bridge the gap between the news slot and longer term public affairs. We need more consistency in the News hour
 - Mentoring with talk show hosts
 - Althea: Agree with that, She has worked on building up the newsroom and having people to rely on. So the difficulty is now a bit easier to deal with. The one benefit to shortening the news, is that it will be better curated.

Tammy- Public Affairs

- Power Shift training this March- going to DC!
- New program Inside Washington County is getting great feedback
- Weeks 2, 4 and 5 are now KBOO Talk Radio- I've spoken with Jo Ann about her absences. We will speak again Tuesday @ 2pm- I'm hoping to move Voices From the Edge to every 5th week but as of now it's on every 1, 3- which has been syndicated audio for a very long time.
- New program in the works with high school students from Reynolds High school (show about art where the high schoolers interview artists!)
- Pre-empting a few syndicated programs for the drive in favor of in-house produced programming (Tune in on Friday @8am to hear about KBOO's building and @9am to hear from film maker Abby about Gaza Fights for Freedom).
- PA and News orientation Tuesday @ 5pm
- Possibility of a sports show (new volunteer seemed excited about this)
- Interested in doing a remote on March 17th, 2020 here's the info: *The Mittleman Jewish Community Center will be hosting a community conversation around Houselessness on March 17th, 2020. Breakfast will begin at 7:30 AM and the panel will begin at 8:15 AM. The panel will be moderated by Joanne Zuhl, Executive Editor of Street Roots with*

- panelists Sharon Meieran, MD, JD, Multnomah County Commissioner, District 1 and Marisa A. Zapata, PhD Director - Homelessness Research & Action Collaborative at Portland State University.*
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Azia - Program Director

- January was a lot of training
- First week flying solo:
 - catching up to speed: Creating new ways of tracking programs, hosts, contact info, subs, organizing promos (old sheet confusing and inefficient)
 - Erin Tracked all this primarily in her head
 - I'm still slowly becoming acquainted with show hosts
- To Do: Create way of tracking volunteers who have and haven't participated
 - Calling them soon
- Prep for Winter Drive
 - Bluegrass Marathon on is the music special programming for the Drive
 - Preemptions, Erin did this before she left, will follow up with them
 - Pitch partners all planned except
 - waiting on Jeff Rosenberg (Song Circle)
- Trainings scheduled
 - Azia teaching FCC class once a month
 - Sam Bouman teaching Field Recording once a month
 - Website and volgistics is up to date with this
 - Flyers on Board
- Update on volunteer issues/Schedule holes
 - Rabia resigned, Bill Dodge and Mike, are filling in alternating weeks through the end of March
 - Lady Danger is filling in Joe woods spot for alternating weeks (gave me her availability)
 - Still need to fill the alternating slot for that Monday
 - Astral Travels (new name?) host Ian, is taking a break due to health issues, Sean steward is cover the next two weeks
 - He will let me know soon when he will return
 - Gary Training New hosts 8-midnight every 5th Friday
 - 8-midnight hole, every 5th Thursday
- Openings: 3 slots, Taking proposals until March 6th
- Interested in doing a remote 3/21 with Negativland, working that out with Arthur
- -7-9pm will keep DJs up to date.

Board Report

2 or 3 people apply for the vacant seat on the board

Althea: Making buttons as gifts for volunteers for special programming days! To Incentivize participation

Paul: as a listener, noticed a lot more people talking, morphing of music slots into half talk/public affairs. Some content isn't addressed as public affairs. Something to address.

- Guidelines - what is a music shows, what is PA?
- Not a good process for listener feedback

Azia: We will Talk about this at next Ops meeting, and add Evaluations to my agenda

Arthur: propose doing evaluations once a year instead of 2

How much effort they put in the station, standing as a volunteer is also taken into account

Shaheed: Providing a better mechanism for feedback to programmers
I think the content matters, when it comes to how much they are talking

Althea: With evaluations: Compare their original proposal to the current on air programming. If they change too much, then they should have to submit a new proposal

Shaheed: KBOO needs to play into our strengths, appreciate our niche styles. Like reggae and blues.

Arthur: More Live Music! Should be a positive thing to do in-studio sessions, rather than upsetting to DJs getting preempted

We should Broaden the genres of the music we play live. Which we are looking at doing for the upcoming drive.

-Kieth bloom used to do comedy night

Shaheed: Do more with the events committee

Paul: pop-up concert

Althea: Shofar sound - buy a ticket, with no info, maybe KBOO could be the secret Venye

Roger: Ask hosts if they are interested in live music on their show

Althea: changing expectations and standards for Music shows

April meeting is cancelled!

Next meeting- March 10, 2020 6pm

Adjourned:

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