

Program Advisory Committee Meeting Agenda March 8, 2022

Present: Tim Nakayama, Althea Billings, Azia Hawthorne, John Risley, Tammy Habeteyes, Emma Lugo

Excused: Gary Dickerson

Facilitator: Azia

Note taker:

Board Liaison: N/A

Introductions

Meeting Guidelines

1. **Take care of yourself.**
2. Make space: create room for all to have a say
3. *Claim space; share your perspective*
4. *Say what you need to say without humiliating anyone. Use "I" statements; speak from your own experience.*
5. *Don't make assumptions; ask for clarification*
6. *Turn off your phone, or put it on vibrate if you're expecting an important call*
7. *Mute your mic when you're not speaking*
8. *Raise your hand to contribute and wait to be acknowledged by the facilitator*
9. *Do not share another person's story without their permission*
10. *Expect mistakes, but be accountable and stay committed to each relationship and to the work*
11. It is every group member's responsibility to uphold the meeting guidelines, and to stay focused on the topic/agenda. *If the group strays from these principles, say "process check" outloud or in the chat to pause the discussion and get the meeting back on track. The process-check sign is not to be misused.*

Voting on Minutes

[Last Meeting Minutes](#)

- Unanimously approved

Review Today's Agenda

Staff Reports

Althea- PM News

- Bringing in new volunteers to the virtual workspace and including some in person one on one training for anchoring in the station
- Many longtime folks are still more comfortable working from home, thinking about how to make the volunteer opportunities hybridized as we go forward
- Gearing up to cover May primaries

- Note from volunteer: being conscious of what is put in public meeting notes
 - Consider revising the process for posting. Find out deadlines from Zale.
- Tim: Is there any movement on covid policy?
 - Althea: hasn't been discussed in depth yet. Will take a lot of support to get the station reopened. Waiting for VC to help with this process.

Tammy- Public Affairs

- hosted volunteer orientations and onboarded new volunteers
- MLK day screenings (on air and at the Rose city Book Pub)
- Black history and future month series
- Women's month series (starting friday 3/11)
- Omsi after dark
 - First tabling event since COVID!
- New programs: Policy for the People (second friday at 10am (monthly 30 minutes)
 - [American Standoff with Jackie Keeler](#) (talk show Wed @10am)
- Tim: appreciate the dump button being turned off on Thursdays! Thanks board ops!

Azia - Program Director

- All Thrills No Frills Winter campaign
 - Lots of special programming:
 - Kicked off with World radio day and Valentines day specials
 - International women's day (today) + Series
 - Upcoming
 - Music That Moves You Dance Marathon
 - Friday 3/11, 8pm - 8am if not later
 - Very exciting merch campaign!
 - Bluegrass Marathon
 - Saturday 3/19, 9am - 5pm
- Spring Drive
 - Trying to get ahead of the curve this year
 - All Programmer Meetings
 - Putting out a survey for Volunteers to get more engaged in special programming. We'll be sharing all the potential plans for the 2nd quarter then
 - Will have conversations with DJs about lack of participation and not following the on-air contract. Let them know that we will be addressing that this year

Future Programming Locked down

- KBOO will be live broadcasting Good in the Hood again this year
 - 6/24 - 6/26 at king park
 - Details to come!

- Jazz Appreciation month
 - Working with Yugen and Marcia on special programming
- Future Projects
 - Reworking training pathways - prevent people from falling through cracks
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Work Group Reports

- Big Projects in Programming
 - Start evaluations
 - Introduce sunseting of shows/reapplication process
 - Emma: will collective blocks be worked into this plan?
 - Azia: Great idea, will consider this planning
 - Tim: Set up Accountability Buddies!
- Other Projects
 - Increase membership and diversity for PAC!
 - Got Emma and Keith to visit
 - Reviewing PAC Policy
 - Add language around not joining only for self preservation?

Other Things

- PAC Policy Review
- Mentorship Program?
 - How can we make this happen virtually?
- On-Air contract updates
 - Potential removal of episode page requirement

Public Comments

- N/A

Board Report:

- N/A

Adjourned: 7:20 pm

Next Official PAC Meeting: June 14, 2022

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 re-appointed 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