

Program Advisory Committee Meeting Agenda September 13, 2022

Present: Althea Billings, Azia Hawthorne, Ray Bodwell, Gary Dickerson, Laurie Mercier, Drew Alcoser, Arthur Rizzotto

Excused: Tim Nakayama, John Risley

Facilitator: Azia

Note taker: Azia

Board Liaison: Laurie Mercier

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](#)

- Approved

Review Today's Agenda

Staff Reports

Althea - PM News

- Still a limited crop of news producers and anchors, bringing in some to the station to get refamiliarized with the set up
- Citizen's Agenda Survey is live, running until the 25th, to gather information on what our listeners most want to know from candidates

- Starting to plan live midterm election coverage, will be reaching out to OCM stations for greater collaboration rather than just carrying our signal
- Attended "Putting Communities First in Portland's News & Civics Information Ecosystem" Conference, lots of new ideas for partnerships and connections
- Questions/Comments:
 - Azia: awesome that we are collaborating with OCM!

Ender - Public Affairs

- Current AM PA programmers are doing a great job at maintaining continuity of programming during PA morning hours.
- There are too few PM PA programmers currently. However, it is a goal to bring certain PM PA programming, such as Rose City Native Radio, as well as Culture In Motion (broadcasting live next Wednesday 9/21)
- In the process of bringing Voices For The Animals back to current programming (we've been playing reruns so far).
- One of the main goals of this department is to train board ops. This is a main priority. Ray Bodwell will help with board op trainings.
- New syndicated shows: Radio Ecoshock, Ecojustice Radio. Also local syndicated shows, Coast Range Radio, Beyond Your Front Door, both made in Oregon. Great to add more climate justice programs.
- New syndicated Science/Technology show being tested on PM schedule: Exploration, with Michio Kaku.
- Question/comment:
 - Arthur: have equipment in my office purchased for use in indigenous programming. Feel free to distribute it.
 - Azia: Having to play reruns has been an issue across the schedule. But other stations are facing the same issue so we shouldn't be too hard on ourselves about it.

Azia - Program Director

- Remote Season was limited this year
 - Bluesfest went really well.
 - Chief Engineer got covid right before Cathedral Park Jazz Fest and we could not find a replacement in time to set up the broadcast, so we had to cancel
 - Attempted to broadcast a 1-hour set from Pickathon to rekindle that relationship, however they had technical difficulties so we could not broadcast.
 - Next year we hope to reconnect with PDX pop now, Good in the hood, Pickathon, and more with more lead time.
- The On-Air Fall Membership Drive being canceled has allowed time to work on much needed policy and training material updates.
 - Hope to update the training material for the FCC class and minor updates to the on-air contract. Will present when ready. Other updates on the horizon:
 - Programmer Orientation

- Spinitron video tutorial
 - Board Op packet
- Schedule Updates
 - Old Business
 - Sound Clash modem is alternating in the old Melting pot slot.
 - Upbeat Radio started on August 28th in the old Musikas para Volar slot
 - Sub Human Intellect Theater was removed from the air in early July due to extreme on-air contract violations and personnel issues.
- Questions/Comments:
 - N/A

Work Group Reports

- Current Projects
 - Working with Policy & Governance Committee to update Policy #6 and #12, along with the Discipline code in the on-air contract.
- Once policy has been updated, (timeline):
 - 1. Launch sustainable Program Evaluations**
 - a. First, look at the on-air contract to make sure programmer responsibilities are obtainable
 - b. Finish Restructuring the new process
 - c. Recruit PAC Members and workgroup members to carry out Evals
 - 2. Begin enforcing programmer responsibilities**
 - a. Through Evals and new discipline code
 - 3. Begin discussion on sunseting programs**
 - 4. Recruit new program hosts**
 - a. With support of outreach: tabling, flyers
 - i. A programmer suggested to me that we should spend time outreaching in the gorge and other areas within our signal, now that prerecorded programming has made it more accessible.
 - b. On-air announcements, have hosts pitch
 - c. Social media
 - d. Open house/events (covid willing)
 - e. Hopefully by this time we can also have:
 - i. Mentorship programs
 - ii. Volunteers leading trainings
 - iii. Grant opportunities
 - iv. Equipment checkouts
 - v. Digital music library (??)

vi. Other support systems for volunteers (suggestions welcome!)

- Would like to complete step 1 (evals) by the end of the year so we can be prepared to start step 2 (enforcing programmer expectations) at the start of 2023. Our 2023 goal could be:
 - have a solid plan for restructuring the program schedule, ready to be rolled out in 2024
- Questions/Comments:
 - Ray: makes sense, we should have to reapply for time slots. Community radio should have space for everyone.
 - Ender: Supports recruiting further out. The ability to create content at home opens up more possibilities for new programmers.

Public Comments

- N/A

Laurie - Board Report:

- Apologies there has not been a board rep. Not much to share at this time.

Discussion

- Moving PAC meeting day/time
 - PAC will be moving to 2nd Thursdays of Mar, Jun, Sept, Dec at 6pm
- [Vote on Revisions to Policy #6](#) and #12
 - Approved unanimously
- Discuss Discipline Code Revisions (Tabled)

Adjourned: 7:05 pm

Next Official PAC Meeting: December 8, 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