

SM Meeting, Wednesday, Nov. 20, 12-2:00

Present: Jen, Michael W., Matt

1) We need dedicated gmail with a bounce back message saying we received emails and will get back to folks.

(Update: we are looking into legal concerns with this-Ani is in charge of creating station emails, and is on vacation. Zale is going to send us legal requirements from FCC for hiring and contact Ani re: helping us set up a legal, dedicated gmail)

2) We will ask that resumes/responses be sent to us in PDFs and/or word docs. These can be viewed without downloading, to help us conserve time and effort-we can prescreen by viewing docs in email.

(Updates: Michael suggests we might need to save these on a disc-Zale, please advise).

3) Jen will check the email daily, cataloging responses. The docs will be forwarded to hiring committee folks to prescreen,. All four of us will prescreen each doc.

4) We augmented list of places to publish/promote our listing. Updated list will be sent out shortly.

5) Jen will determine submission requirements from these places.

6) Matt was elected SM hiring board chair. Jen is secretary, and Michael is treasurer. Erin has been asked and agreed to be on the SM committee.

7) The SM committee would like to request, from Victoria, the full list of FTEs and PTEs, so we can be able to accurately describe the station to applicants.

(Action required from Victoria).

8) We edited and improved the KBOO SM Job Description doc. Michael shared with us at board meeting.

(Update: the revised document will be sent to board members for preview ASAP. Michael is tweaking it a bit still. Please review it before the next meeting if possible, and send comments to us, to help clarify the process as we move forward).