

## **Program Advisory Committee Meeting Agenda**

### **September 15, 2020**

*Present:* Emma Lugo, Althea Billings, Azia Hawthorne, Gary Dickerson, Jenna Yokoyama,

Facilitator: Althea

Note taker: Azia

Board Liaison: Emma

### **Introductions**

### **Meeting Guidelines**

### **Staff Reports**

#### Althea- PM News

- Working out a streamlined training process for new volunteers, creating lower stakes interview opportunities for people who are starting out.
  - Gary: can you give an example?
  - Althea: Not political candidates, something less stressful, example: interview with activist group. Helping them write questions.
- Creating Equity in Volunteer Reporting coursework, focusing on a critical reading assignment for news volunteers because so much work has already been done on the topic of equity and journalism. Need to get folks on board with thinking of themselves as journalists and all the responsibility that entails.
  - Want to get news volunteers to start thinking critically about equity and bias. Hoping to roll this out next month
- Started Slack channel for News team to communicate better.
- Editing and recording the newscast is now done by volunteers 2 days per week, moving towards more.
- Based on last month's Engaged Elections class through Hearken and Election SOS, I have made a citizens agenda survey which is out now, available to our listeners and communities of interest. [bit.ly/kboosurvey](https://bit.ly/kboosurvey). Would like to get help from the Board in sharing the survey and PAC volunteers. We want to reach as many people as possible. Will inform our election coverage, which gives the audience and communities we reach out to the opportunity to set the agenda for candidates and create priorities for the newsroom.
  - Already got 70 responses, hoping to hit 100
  - After this week, will start focusing on finalizing the Agenda
  - Emma: Suggestion to update the age range instead of 65+
  - Althea: will keep this in mind for future surveys
  - Gary: Maybe not include the banking detail "Visa"
  - Althea: Did consider this, "a \$50 gift card" is too vague. Point taken though.

#### Tammy- Public Affairs

- Joe off the air, Abe introduced guest co-host Traci Simmons.. I'm dealing with some backlash but there is also positive responses.
  - Scheduled to have a conversation about renaming the show
- RNC/DNC Roundtable last month went very well. Talking with programmers about maybe doing this again before elections
- Changes in programming: Presswatch off the air, working with Alan S of Preferences for support.
  - Emma: Preferences is apart of the Queer programming Block, Tuesday 6-7pm, Will this time slot stay dedicated to this?
  - Tammy: Yes, may use archived episodes for coming slots. Waiting to hear back from Alan. Just need his help deciding which archives to edit/air. If I don't hear back from Alan, it will have to be syndicated audio.
  - Emma: "This Way Out" 1/2 hour, weekly program, will email Tammy a link
  - Tammy: there is one other programmer considering to fill this slot
- Ongoing membership drive- in desperate need for more pitches. Please let me know if you can help by recording a pitch, ill send you a script
- Need help with vetting, dropped off after the 2hr requirement was announced
- Emma: Do we have prerecorded Pitches that programmers can download to insert in their programmers.
- Tammy: We prefer if programmers can pitch themselves, we don't have very many to circulate
- Gary: you can send some to me.

#### Azia - Program Director

- Fall Drive
  - Mike, The data Coordinator, just returned from Vacation so we have yet to hear our status this far into the drive.
  - Special Music Programming during the Drive
    - 2 WFB archival specials, first one will be on September 26th 5-7pm,
    - Potentially another Stay Home and Dance Party on Halloween night
- Program Evaluations
  - We have generally received positive Feedback from volunteers regarding the changes to the on-air contract. Already seeing many volunteers step forward to help out with tasks that would usually fall on staff.
  - We met with Ernesto of the NFCB to get input and feedback on rolling out this new process. Was very constructive and we will be reflecting on his feedback at the next Program Operating Meeting as we draft the Peer evaluation form.
- Program Proposal Drive
  - We have extended the deadline for the Program proposal drive to the end of September, and will begin reviewing applications in October. We have received at least 15 applications so far!

- Audio Pilot
  - As I mentioned in the last PAC meeting, I wanted to designate air-time to new programmers. We already sort of had this but it was not clearly defined. I have come up with the name AudioPilot and it will be on every:
    - 5th Thurs - 8-10pm, 10pm-Mid
    - 5th Fridays - 8-10pm, 10pm-Mid
    - 5th Saturdays - 10pm-Mid
- Online Classes
  - Planning to have our first virtual Orientation in October to get connected with our new programmers
  - Arthur has been doing “intro to microphones” and “Intro to Icecast”
  - We have done one show and tell session with Barbara Bernstein where she explained her process for recording interviews. Was very Productive and had a good community discussion
    - Hoping to schedule more soon
  - Going to schedule a very beginners class with a few of our older volunteers who have yet to find a method for creating content from home.
- Program Director Desk Manual
  - It's been hard to get around to it, but I have been slowly updating the basic desk manual Erin left me. There is a lot that has changed due to COVID and I hope to leave clear instructions for the next person in this role.
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### **Board Report -**

- Reschedule Annual Meeting to the 1st Saturday in November
- Need more Board Members, please spread the word, deadline extended for new members
- End of the year Surplus, 61,000 dollars into our reserves - 3 months operating expenses
- Teresa Mitchell has stepped down

**Next meeting Oct 13, 2020 at 6pm**

**Meeting Adjourned at 6:45pm**

### **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