

Program Advisory Committee Meeting Meeting Minutes September 11, 2018

Present: Celeste Soles, Hershel Soles, Roger Warner, Dan Shramek, Delphine Criscenzo, Erin Yanke, Danielle Parks

Facilitator: Dan Shramek

Note taker: Erin Yanke

Introductions

Meeting Guidelines

Public Comment (if any) -

Staff Reports

Board Report

General:

- **Programmers Survey (erin)**
 - **Results so far**
 - **Work on 2nd survey**
 - **Work on 3rd survey**
- **Current status of podcasting opportunities at KBOO (Dan)**
 - **How many current/regular podcasts do we have at KBOO?**
 - **How many podcasting trainings have we done, and how many people have attended?**
 - **How do KBOO listeners currently find out about new podcasts available on KBOO?**
- **Update on John Shuck conflict resolution process, and next steps (Dan)**

Staff Reports

Derric

- **Need Board ops Mondays and Thursdays - don't have consistent board ops. Focus is to find and recruit board ops. Works for retired folks.**
 - **John and Ray are both doing 2 shifts**
- **Drive Stuff**
 - **News and PA Day prep**

Sam/Theresa

- **Figuring out details of job**
 - **Focus on transitioning and learning how to job share**
- **News and PA Day**
- **Hiring committee for this position met once**
 - **Del, Reuben, Derric, Della Rae, Ray Bodwell**
 - **Open until Sept 23rd**

- Hoping to have someone start until Mid October
- Sam and Theresa in position until the end of October

Erin

- Fall Membership Drive
 - Finished all programmer meetings, had about 50% turn out
 - Paperless membership drive going well
 - In general a bit slow, but not bad
 - Redid the Operator Log Sheets to be hourly, an experiment about food thank you promos being played hourly
- Community Advisory Board
 - Met, 2 new members
 - Lisa Loving is working on the report to the Board of Directors
- OMSI partnership with Nikki
 - Next event on Oct 9th, erin will leave PAC meeting at 7
- Wrapping up internships with teens
 - Zack and live music, meeting with Kieth, Jon, and other mixologists to improve the system
- Working on
 - Field Recording
 - Music Director Job Descriptions
 - Organizing the Library
 - Better notice for openings
 - Will hand out sheet with openings during the one-on-one meetings with Ani and by Erin after the Legal Class

Board Report - Danielle (10 minutes)

- 2 board meetings this month
 - Next 2 Mondays Sept 17th at Cider Riot and Sept 24th regular meeting at KBOO
- Annual meeting on Sept 30th
 - Ballots going out on Monday
- Dan - John Shuck conflict resolution? Danielle - Board still investigating, met with John, still need to meet with Staff

General:

- Programmers Survey (erin)
 - Results so far
 - Erin read them to the group
 - We agree with some, and disagree with some, but it's all personal opinion at this point
 - incentive first - Do you want a kboo hoodie, fill out the survey
 - ERin will again Send out after drive is over - will put in October email
 - Dan will send out to folk group

- Erin will put paper copies in the studios after the drive
- Work on 2nd survey
 - November
 - Current programming and programming changes
 - Dan - initially understand how programmers look at how to add new programs, what is the process. What now, we don't know the future of podcasting, and podcasting angle. Within survey we can ask programmers about podcasting and how they're using it, do they know there are training
 - Intro paragraph - here's where we are now and here's where we are going
 - Del - second stream, too. Making a distinction between show on the air is also podcasted, but people don't think about it that way. Also, no FCC swears rules on the internet. You're right to have possibility for second stream
 - Having programmers know there are other options feel less threatened
 - Del - directed - if we were going to create more air time, how would we go about it?
 - If KBOO started to have a time limit on longevity of programs, what do you think we need to know to make it an inclusive process?
 - If KBOO does not have a time limit on longevity of programs, how would you approach getting new voices and perspectives on the air?
 - What do you think the role of podcasting should be for KBOO in the next 5 years?
 - Dan - what criteria do we have to decide this?
 - Del - none, so we need to decide what the criteria is? How are we going to have that conversation? What would the transition be like?
 - Dan - instead of arbitrary number of years, is it successful in terms of _____?
 - Del - can't do that as a community station. Possible that it's a question of making sure there is an entry point. Mission isn't to get listenership, to get diversity of voices. If we are looking at shows success, we're not meeting our mission. If the success is based on listeners or dollars.
 - Celeste - so if it's popular you'd get rid of it?
 - Erin - whatever the rules are , popular and non popular shows would follow the same rules
 - Del - collectives, slots we prioritize, that are always on a rotating schedule, only for prime time. Everything is brainstorming at this time. No preference is process, interested in getting as many ideas as possible, so we can come up with creative and effective way. If current programmers don't want it, we need to get more creative. We need to get people more clear on how to get involved.

- Dan - current thinking on podcasting
 - USE ON DEMAND instead of podcasting
 - Choices in Google : Multiple choice, paragraph, short answer, figure out what's best for the questions. The short answer is good for information, but we'll need to crunch some numbers after
 - Dan - finite on the air, on demand is unlimited
 - Roger - change it , would you become a collective, substitution pool
 - Celeste - not sure I can participate - Erin - what programs do we need or don't have? What don't you like?
 - Dan - time limit - instead call it a sabbatical - take a break - how to have this communicated without making promises that cannot be kept?
 - Asking collectives - how do you recruit new members?
- Work on 3rd survey
 - February
 - Your listeners and your communication with your communities.
- **Current status of podcasting opportunities at KBOO (Dan)**
 - How many current/regular podcasts do we have at KBOO?
 - Looked at podcast page. Erin will put static ones on the retirement page
 - How many podcasting trainings have we done, and how many people have attended?
 - Do them quarterly. Very much intro to podcasting. Most volunteers jump in waiting for air time. Program staff is going to learn more about monetizing podcasts this year and pass on information to volunteers.
 - How do KBOO listeners currently find out about new podcasts available on KBOO?
 - On air promos, social media, word of mouth
- **Update on John Shuck conflict resolution process, and next steps (Dan)**
 - Talked about in Board Report

For Next Meeting

Results for first survey will be compiled in early October, and sent to PAC before October meeting

- Oct meeting we'll talk about the results that we've already read, and get plan for Nov survey for programming changes

Adjourned 7:30

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 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