

Program Advisory Committee Meeting Agenda

June 8, 2021

Present: Althea, Azia, Gary

Facilitator: Azia

Note taker:

Board Liaison: N/A

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Some producer absences over the summer, so ramping up training for remote producers and anchors. The newsroom has had a really solid crew of producers and anchors for some months now, and since those roles require a lot of in station knowledge, it seemed like a big lift to figure out how to train people without being in person. Developed producer training last month, doing a producer shadow with the person who took it on Friday. Working on branching out and cross training folks who haven't done it before, want to build up a broader base for the future.

Tammy- Public Affairs

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Azia - Program Director

- Program schedule Who to give the 1st Saturday Slot too?
 - Will be adding Undercurrents from Nv1 to our line up in July. I really enjoyed some of the other shows, but this one is a 4 hour program produced daily so it works the best with our vacant late night slots.
 - New Program Proposal in our [new spreadsheet!](#) Please feel free to review the application and share any of your input by the end of the week :)
- Special Programming
 - Juneteenth Oregon Live Stream, Saturday June 19th, from 1-7pm
 - Soul & Hiphop Marathon , Sunday, June 20th, Time frame TBD
 - Good in the Hood is up in the air, have not heard from their organizers so this is not 100% yet. June 26th & 27th, 3-7pm
 - Remote Season
 - Waterfront Blues Festival, Friday, July 2nd - Monday, July 5th Noon -4pm each day. Additionally, we will be broadcasting a preshow on Thursday, July 1st, 7-9pm
 - Doing a site visit this week at Zidell Yards
 - Cathedral Park Jazz Festival, July 16-18
 - Will be touching base with Rita this week.

- Sign up for a shift!

Other Things

- Voting on last [month's minute](#)

Homework from last Month:

- Brainstorm: How can we make evaluations less cumbersome?
 - How can we get people to join the evaluations work group?
 - PAC recruitment
 - Gary: thinking about schedule change, recruitment, value change. More accountability for current programmers.
 - Give people things to do! Less snobbiness and distrust. More availability for people to contribute.

Board Report:

- N/A

Adjourned: 6:50 PM

Next meeting: July 13th, 2021

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