

Program Advisory Committee Meeting Agenda

July 13, 2021

Present: Gary Dickerson, Tim Nakayama, Althea Billing, Azia Hawthorne, John Risley

Facilitator: Azia

Note taker: Gary

Board Liaison: N/A

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Bringing producers and anchors back in station, slowly but surely.
First producer in today.
- Staying pre-recorded right now as I build back some of the volunteer knowledge (I'm down two producers for the summer, one indefinitely). Will need solid producing base before attempting to go back to live and training board ops for the news.
- More volunteers having the option to voice a reader or story from home, rather than coming in the building for it, trying to maintain a variety of voices on the news.
- Next step for reopening will be training board ops for a solo anchor live show. Want to make sure producers and anchors are comfortable producing from the station before then though.

Tammy- Public Affairs

- Training board ops for station reopening. Talk show hosts starting to come in, next up will be the 10am timeslot.
- Hosting a check in with board ops (from remotes) about the new air room set up.
- Starting to utilize OLARK (live web chat) more for live hosts to interact with show.
- Main focus has been remotes and getting programming back into the station. The training refreshers and board ops and coordinating has been a little easier now that studio 2 is open.

Tim: can we get a note for turning off the delay when live shows leave?

Azia: incorporating it into the training manual. In the "refresher pack" for training!

Azia - Program Director

- Been very busy with the remote season. WBF 2 weekends ago and Cathedral Park this coming weekend. It's been very hard without a volunteer coordinator but we managed and WBF was overall successful, bringing in revenue in T-shirt Sales and donations
 - Had a really constructive WBF debrief and will apply it to our future planning documents outline
- Gary: can you tell us something you learned?

Azia: streamline producer notebook, keeping them better organized; better promotion on social media; made money from underwriting; made money from tee shirts; changing the culture for volunteering at remotes.

Gary shared some feedback; glad things are being learned!

Azia: great sound guy.

Tim: first time a dedicated sound engineer - sound was phenomenal.

Azia: use debrief to help with special programming

- Badly need volunteers for this weekend (please sign up!)
Sign up for shifts to get on the air quicker! Gary will do that.
There'll be a code system. Right now temporary passcode.
- Began re-introducing DJs to the air room early this month. Surprisingly many want to keep doing their shows from home, and that is perfectly fine. We are learning that prerecorded programming has made the airwaves more accessible. Especially to the late night DJs with conflicting work/sleep schedules. So Automation is here to stay for the foreseeable future.
 - Will slowly start integrating late night DJs and early morning folks in the coming weeks. Hoping we can have volunteers train each other to lighten the load on staff.
 - Need to talk to Managers about the plan to make Production 1 a second air room but no dump button there. The idea is that shows will alternate.
Tim: Can we shift rooms if we prefer a particular studio?
Azia: Unknown. She will ask. Protocols are changing.
John: People can still do programs at home if they choose to? Has anything changed?
Azia: Coordinating that. The automation system will cut off for live shows. Will learn this in training.

Other Things

- Voting on [last month's minute](#)
 - Should Robert's rule apply? Encourage active participation in the meeting
- PAC's revisions to Policy 6 (Committee Responsibilities)
Discussion about of Policy 6, Section C, # 4: suggesting CAB members.
Discussion of Policy 22.
 - Gov/Personnel made revisions to our draft and ready to send to the board to be voted on 7/16 at BOD. Do we approve it to move forward?
Gary: This is a lot to think about & we've just seen it.
Tim: They're sending it back to this committee to discuss it.
Azia: Will share Policy with PAC for us to give feedback.
Tim: Insights about Rules Committee thinking. Confusion about PAC - we're advising, not telling you what you do - you're the manager.
It's important that we have clarification of levels of violation. We need to know what would happen if, for example, we don't get the levels right.
Azia: We know what happens with obscenity violations but not plugola.

Homework

- Are the [requirements for programmers](#) (like making the show page on the website) too onerous? What about spinitron?
Review Azia's programmer requirements: <https://www.kboo.fm/blog/101271>
How much does the website appearance matter?
Discussion of the importance of Spinitron.
John: It's not hard, it should be a requirement.

Meeting Approval:

- Voting on [last month's minute](#)
Gary moves to approve the minutes. Tim seconds. Passes 3-0.

Board Report:

- N/A

Adjourned:

Next meeting: August 10, 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