

PAC Meeting Minutes July 12 ,2016

Facilitator: Delphine

Notetaker: Erin Yanke

Present: Dave Mazza, Celeste, Roger, Kathleen, Lisa, Herschell, Del, Erin, Ken Jones - first meeting, Dan Shramek - first meeting, Karen James - statement, Robin Ryan - statement, Linda Olsen Osterland - support

AGENDA

- **Public Comment - decide on process**

- **Karen James - from PP collective** - meet monthly - have about 6 members currently . Last night met. Schedule guests and programs weeks and months in advance - at least 2 months. Have a schedule. Surprising last night to learn that the next 2 weeks PP will be pre-empted for the coverage for DNC and RNC. Only one member received notification. The Collective had comments about the programming - 8 days of the convention content. Next week's show in particular was about Autism in prison, has a panel coming and been working on it for 4 months. She will prerecord the show and air it. You can see what kind of problem that this creates. Upset they weren't notified. Doug Mc Vay was the only one who was notified. Karen checked her email and the collective's email. Loves monthly programming email. When there is a problem it is nipped in the bud. Asking for more notice of preemption in a timely manner.
- Del asks what is a timely manner - Karen says One Month. Drives used to come upon us really fast, it's hard to get guests sometimes.
- Celeste - how does notice go out? Del - program directors usually who are managing the shows. Appreciate Karen coming here, we need to do this
- Lisa - attended PP meeting last night, discussed this, I blame myself completely, and I understand the issue, got better contact information and will improve
- Del - no blaming - best intentions, but the consequences are real.
- Kathleen - hear what you're saying, but sometimes we don't know that special programming is being offered, we didn't know a month out that it was happening. We got notice about 2 weeks ago, very sorry, we used to do a lot more preempting, and we haven't done much for pacifica stuff, but conventions will be interesting this year
- Karen - comments include - where's the green party, put it on at midnight, why weren't the programmers act, so we can have content around issues facing the candidates
- Del - programmers involved in decision making process
- Karen - ask ERin if it can be an alert, luckily everyone was flexible
- Lisa - these conventions will be darkest corners of america in the next few weeks , Mitch is a great producer, knowing he's in charge is a sunlight situation. It is a big block of time, big deal. Again, I'm sorry
- Del - will work our process on how we deal with feedback.

- **Robin Ryan - read statement**

- I speak because i have an affection and loyalty to KBOO audience
- Will be out front
- Del - grateful for feedback and direct requests - can we take time to think about this, don't have to move forward right away. Will talk more about evaluations and getting feedback later
- Ken - discuss now - I'd add seems to boil down to 2-3 stories that weren't covered and one mistake. Working for both lisa and jenka, the news is covering these stories, and training. Getting people writing for the first time. Lisa and Jenka put a lot of trust in them. If people want to cover stories, I don't think there are people saying you can't get that on the news. Sometimes I have frustrations - I know there is an audience that depends on us, but an important part of the news experience is to train

people. That's a context that I can understand. Responsibility to report the news as professionally as possible but also to use the news as training. News Director walking a tightrope

- Del - thanks to respond. How do we help people bringing the feedback to feel heard and investigated, or to say we don't need to investigate. What is our role as the PAC - beyond subjective terms.
- Lisa - if you have questions please ask me. If you feel something should be covered please call, or if we missed something. FSRN is a collective of journalists all over the world that we helped found. I don't totally understand the feedback from Robin. News will be part of any evaluation system in process.
- Ken - the stories we are not covering does not mean there are stories that we shouldn't be covering. We always try to hit local stories. I guess we missed Merkley.
- Roger - missing Merkley speech - factors go into getting volunteers into a speech like that - other factors may have contributed.
- Lisa - I don't tell people what to cover, want them to make their own decisions.
- Kathleen - what is she suggesting?
- Del - process if someone comes with claims that someone can go ahead and listen and verify the stories. As a committee it is our role to decide how that would happen.
- Celeste - someone should follow up
- Del - how do you suggest we follow up?
- Celeste - someone should have a one-on one
- Lisa - propose we include evaluating the evening news. We can move forward to create a system of evaluation, which I think is at the heart of what she is asking
- Del - Celeste - Robin brought feedback to staff first, and then here. As we consider how we get feedback, ask did they talk to staff - go through the process. This kind of feedback is not damaging and we can respond thanking for feedback. We are moving forward to creating a process to verify - can tell her the reasons why this were not covered
- Celeste - if she's already talked to people, and didn't come to us, how would we know?
- Del - yep, one of our goals
- Celeste - gone through several people - how do we get a report of that?
- Lisa - a few issues here don't relate to programming, so we can't disclose some of issues
- Del - why we need to create a process, there is no clear process, and glad we decided this is one of our priorities.
- Celeste - so she gives feedback - is the person who reviews the news get the form? Who gets it?
- Del - forms that we create come back to us. We then can direct issues to where they need to go.
- Celeste - do we ever hear back?
- Del - I think we should. I think a lot of people have had complains tho dont' know how to give it and they moved on, or nothing was done and they move on. Not a question of bureaucracy, but a diverse crowd that works with KBOO in many different ways, folks may not know where to do. I think we need to help how they can tell us feedback. We can be the group in charge of moving it forward, not using personal opinions, but using the processes we create
- Lisa - If anyone has questions, please email me
- Hershell - how do the stories cme, cassettes?
- Lisa - pulls out run sheets - outdated material is a mistake. Broadcast is organized to the second, happens live, many fingerprints on there, 5 days a week, thousands of items, can't always track. Most news production happens between 12-3,
- Roger - KBOO is not professionally run organization. Training
- Lisa - goal is to give people wings. This situation crushes my heart, I want to make sure this never happens again.
- Celeste - outdated promos
- Erin - my fault
- Roger - noon news - who's in charge?
- Lisa - me
- Roger - Monday news turned out to be last weeks news
- Kathleen - yep, got a complaint, played the number that was listed. Don't know how it got confused.

- Dave - aspire to eliminate mistakes, but they will happen
- Del - process to move on - Robin - happy to commit to verify complaints, but sure they're accurate, and will send her a message. Will write and send feedback to PAC before sending - tell her we're thankful, need to be a real way to evaluate what goes on the air, one of the PAC goals, verified all is accurate in her report, and want to embrace we are a training organization and empower volunteers to pick what they want to cover, and sometimes mistakes happen. That's my message, anything to add?
- Lisa - say we're creating a system to evaluate and news is a part of that
- Celeste - feel better if she got something
- Del - yes, everyone should have respect back.
- Del - as for Karen - I want to say that communication and clarification is important, heard accountability, does that feel good to you? Second piece - getting input from programmers - I'd love to hear from staff - is this possible? Open Pandora's door? FEasible?
- Kahleen - we preempt for drive often, try to look at how we can preempt without effecting monthly shows, can this person do the show? Can we find another place? Little of that when we thought about convention coverage. Friday slot in the process of filing, those shows get preempted a lot.
- Del - where are decisions made?
- Depends - team agreement usually - for Convention coverage was a program team decision.
- Hershell - glad we're covering the convention
- Karen - just grateful we are being heard. People want to be heard and validated
- Del - yes, looking forward to a clear process so people will be heard.

- Report Back on Operating Team Meeting Task:

How to track feedback we're getting by phone and email, and also with Board Ops and receptionists (comment line? Form?)

- Board Report
- Strategic Plan process and how the PAC will be part of it

STAFF REPORTS

Lisa -

- program openings - received several proposals for Wednesday night openings - framed it as grassroots activism. Open to being flexible
- Proposals -
 - students from rosemary anderson school
 - Mary - kitchen table conversations
 - T-Sixx - what's life without laughter
 - Doug McVay - fRee Culture Radio
 - Ed Mellnick and Mindy - State of Cannabis

Thinking of making one of the hours 2 half hour slots. I'd like input, all fabulous.

Kathleen - reservation on T-Sixx about the hybrid nature of the show for the morning PA slot Not sure where it would fit. 3 viable proposals for morning spot, may require full on examples of the show, not just a demo.

Del - available to listen to programs and give feedback

Lisa - available on the app and website. All people will land somewhere, maybe podcast instead of on air.

Dave - will also help listen

- This thursday is the Enron special for the one day membership drive
- About 40 live interviews on the news since the beginning of the year
- Weekly trainings and
- Hosted Tajikistan journalist for 3 weeks - took him to many journalist events, and taught him to ride a bike
- Interns - high school intern did special on the patriot movement
- U of O convening journalists and community organizations to cover one issue - houselessness. REALLY interesting and cool.

Kathleen

- Working on One-Day-Drive on Thursday Special programming in the morning
 - amy goodman's talk will get broadcast, Joann has a guest
- Participant in 50th Anniversary Committee – Working on Archives and History Subcommittee
- Still working on Interviewing Class – Longform – Need to schedule first one with Erin
 - Observed lisa, has ideas on how to make it work
- Quarterly reports done for second quarter of 2016
- Kristin Yount now the host of first Friday at 9 with Water World. Continued work on the Program Opening for first Friday at 11. Thanks to Del and Per for their feedback. Have also talked with Erin and Lisa.

3 proposals are geek show, progressive spirit, what's life without laughter

Erin Yanke

- Stevie Elepan - community member who was going to Puerto Rico - we did an intensive training and he's filing weekly reports for the news and on the KBOO website about Puerto Rico, colonialism, and the run up to the elections
- What the Festival Live broadcast - went pretty well - good relationship building, first time the fuzzyvan went out of town, it did well
- Many interns have started - haley, IRCO Youth, met with PCC to get live sound interns next year, and some will start this summer
- Went to University of Oregon breakfast with Lisa for One Issue Many Perspectives project, partnership across news organizations and community groups
- Continuing one-on-one meetings with programmers - Th and Fri folks. Lots of questions about the website, but in general pretty pleased the way things are going
- Planning for the One-Day 25 hour drive on Thursday.
- Taught a few special legal classes, since we've had some indecency issues lately - suspended Bread and Roses collective for the month of July.
- Working on Collective process with Karen and Del to get a general way of working, get more trainings for how to work in collective

- Worked with Media Institute for Social Change for digital editing training - 13 college students from around the country
- Blues Festival happened!
- Had site visit with a funder to help fund the archive project - went well
- Meeting with Podcast producers to get them more knowledgeable about KBOO functionality
- Production Three is OPEN - had an open house that was well attended and fun on Saturday

BOARD REPORT - DEI

- Promo script to recruit more PAC members is written, erin will get it recorded tomorrow
- Board is doing strategic planning - coming up with 3 goals that KBOO will pursue for the next 3 years - on top of everything else - right now there is an on-line survey asking members what we got right and what did we miss... double check with everyone that this is what we should be focusing on. Kboo.fm has a banner on it to link to the survey. Role fo the Board to lead hat piece, and lead strategic planning.
- We are recruiting board members. Time for people to apply to be on the board - please help us recruit. Del is open to having coffee and explaining what it means to be on the board. There will be a retreat for new board members orientation. Adding 4 people is a lot, necessary for us to keep moving forward. About 15 hours a month. If you have the time or know people who have the time, please encourage the, Deadline is July 24th. Board Packets are at entrance of the station. Also on the website.
- Board Chair also moved on, will probably fill before the elections happen. Talk to Del about filing the seat. You do not have to be president!
- Board has healthy process and healthy communication right now.

GOALS

IN HOUSE EVALUATION PROCESS

CREATE PROCESS FOR RECEIVING FEEDBACK AND FOLLOWING UP

Evaluations

- Should be done, but are not consistently done. Happy to give a summary why, but role of PAC has been to help and support staff in evaluations. Conversation ended last time with we'd rather spend 3 years creating a process of doing evaluations. We'll have clear steps for first year, and broader goals for 2nd and 3rd years.
- Take goals and break them down. Once we have more detailed plan, we'll be spending meeting time here working on those goals.
- Lisa - long term process doing evaluations - detail is good, helpful. What if in the meantime, we established an email account that collects feedback. What do you do with the feedback?
- Del - gret idea, but since we don't have a process, it could be lost. I want to get there, too, but first step would be to create some thought process. Feedback form process? Step is to create the ways to give feedback. 2nd step is to create process of what can be done with feedback. What steps are we going to take to create solutions together.
 - Email
 - Feedback form

- Once solidifies, we'll move to next goal - what's process for us addressing it? Who reads it? Who forwards it. Do we print them? Together we will decide and create process
- Goal- create ways to give feedback
- Goal- create process to digest feedback
- Goal - create process to act on feedback
- Evaluation is different than feedback. See evaluation brigade do to work. But how do we get to this process?
 - Form - we have one
 - How are we going to divide up schedule? How do we track who is evaluating what show at what time.
 - Training for peer evaluations
- Ken - metrics on new site are missing, would like that, as well as outside feedback.
- Del - daunting. What is our first step?
- Erin - organize how we are going to approach it
- Ken - what are we looking for?
- Del - in the form already. Next time could think about peer review idea, train volunteers how to use these forms, create a system. Maybe staff keeps track. How are volunteers get trained, what do we want them to think about, we'll be using our time to develop those things
- Lisa - we have forms, who fills them out and where do they go? Love peer brigade idea. Make me wonder about this committee, can it function as the home of the peer brigade, can we administer it? This group should evaluate this information, part of the process.
- Del - year 2 goal - we have created the training, we figure out role we play - making sure there are evaluators, or we are evaluators ourselves. Not a bad idea to include PAC in the process. OR get a report back. We get feedback.
- Next step - who fills out the form, think about brigade idea, create job description, what qualities are we looking for in an evaluator? People should be trained in person, but can do it at home. How can we recruit people? Set clear processes

Next Month:

WHO IS THE PEER EVALUATOR

FLESH OUT THE PROCESS

Closing exercise:

What did you like about meeting?

Lisa - 50th anniversary report - prison pipeline audio - get the historical perspective on the show - could be amazing

Ken - first PAC meeting, like it exists, like the feedback and reaction to it, great

Herschell - enjoy feeling the dynamics of station, impressed with the news runsheet

Dan - enjoyed being here, coming from music perspective, but learning more. Like the processes that are being put in place for feedback

Karen - thank you for being welcoming and listening

Del - favorite part was participation, collective knowledge is driving the group

Erin - evaluations feel possible with group help

Dave - enjoyed seeing more process in committee meeting, PAC operating at a level that 5 years ago would have only dreamed about

Celestee- nice to say what I feel

Roger - idea of the difference between evaluation and feedback. Part of the problems is how we differentiate between those.

Kathleen - interesting. That area also - of feedback. WE get some, but it's always interesting to figure out whether to pass it on, or how to pass it on. Happy we're talking about it.

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NOTES FROM How to Support Collectives Meeting

Collective Structure and how to work in collective at KBOO - notes from 6-25-16

Present: Del, Karen James, Erin

BLUEPRINT FOR COLLECTIVES

The point of this is to get collectives basically working with the same tools, so that we can teach a new class called "Introduction to Public Affairs Collectives" to function as institutional support for collective members, to insure folks work with KBOO values, to function as a basic introduction to the current collectives at KBOO, and to provide very basic outline for folks wanting to start a new collective.

We feel this is needed to make collectives less isolated and more part of the KBOO structure

Uniform way KBOO PA Collectives Function

- Democratic Management
- Basic expectations
- Emergency plan
- Mission Statement - revisit every 3-5 years
- How to join a collective
- Participation requirements
- Meet each other where we are
- Communication plan
 - List Serv
 - How do you add new people?
 - meetings
- KBOO values
- Include where to find more information on how to make a mission statement, etc. for folks who are interested in starting a collective
- Differences in on air collectives and podcast collectives

Include these points under those basic categories

- Stick with the process - no exceptions! Ability to be flexible included
- Emergency plan includes making a CD and having a digital file - CDs fail. We are trying to move away from them
- Attendance requirements - 3 meetings missed - out of the collective. You are in if you come to ____ meetings (3 is the rule for the committees) - skype option
- How to attend - accessible to have meetings at KBOO.
- Must have rotation in roles - change every time - being a collective member means you agree to take part in meetings in a fair and equitable way
 - Note taker - clear record of meeting - also responsible to send out notes within 5 days after the meeting -create the next agenda - making agenda can be the last 5 minutes of each meeting
 - Facilitator - runs the meeting - will have basic facilitation skills in the training, and a lot of places for further information
 - Timekeeper - keeps the meeting on time - holds people accountable
 - Talk about broadcast topics in each meeting so members can share expertise with each other - suggestion
- Standards - what is quality content?
 - Jenka made an evaluation tool that may have laid this out - karen Has copies
 - We can look at that document in August and see if it will work for us.
 - Ask Kathleen and Lisa to create standards of content to understand the lens of where KBOO is coming from
 - Being Knowledgeable
 - Standards of research
 - 28 or 58 minutes
 - Hosts that know the issue - members of community who are most directly connected or impacted
 - Local focus
- Meet each other where we are at - people have different levels of knowledge and consciousness - part of working in collective. People will have different working styles - do not shame people for not knowing information

RESOURCES WE HAVE (Erin has a folder in the 2 file cabinet drawer behind the class curriculum)

- PP Checklist for producing each show
- PPC new member shete
- PPC Member responsibilities

PPC intro sheet

Eventual Goal

- Del and Karen teach Introduction to Collectives in the Fall, and teach every 2 months. Erin will be back up instructor

TO DO

- SET AUGUST MEETING

At August Meeting

- Go over Jenka evaluation with values sheet to see if it will work for us - if not, ask Program Staff to come up with standards
- Discuss and figure out how we get this information from current collectives
 - Survey?
 - Go to the meetings?