

Program Advisory Committee Meeting Minutes March 12, 2019

Present: Roger Warner, Paul Roland, Erin Yanke

Facilitator: Erin Yanke

Note taker: Erin Yanke

Introductions

Meeting Guidelines

Staff Reports

Board Report

General:

- **2nd Programmers Survey**
- **3rd Programmers Survey**

Staff Reports

Lisa

Jenna

Erin

- Sick for a week
- International Women's Day special programming organized and completed
- PSU Native Student and Community Center Podcast hub up and going
- KEPW from Eugene was coming on a field trip, got snowed out, will be here at the end of March
- Membership drive preparation
 - News and PA Day April 12th
 - Bluegrass marathon April 13th
- Going to the The Nonprofit Technology Enterprise Network conference Wed - Fri, will also be working
- Archive - Marti just back from the PBCore Workshop for Public Media conference in Boston, will share info with KBOO Staff in the next few weeks. Planning archive Editation day after the Spring membership drive
- Upcoming - spring - high school internships and field trip season is starting in April, we have 3 interns starting April 2nd as well as 35 kids from Beaverton International School showing up on that day. It will last until late May.

Board Report -

General:

Paul - what's going on with Flashpoints/Air Cascadia?

Erin - Chris Andre was suspended. Decided that 3 times a week was still too much, so Air Cascadia as a 15 minute show was canceled. She is working on a show proposal, hasn't turned it in yet. I think the suspension is over.

Paul - heather mccooy show?

Erin - don't know when it started, I think with Derric.

Paul - Rather see flashpoints continue, would take a lot for other programs to get up to those standards. Lots of people tune into listen to Flashpoints. Seems too easy to have people make arbitrary decisions to me. what is the point of committee? We don't have power, how can we make ti that the morning and evening program staff don't have absolute power over program decisions?

Erin - Jenna working on a list of program openings during AM public affairs times.

Paul is asking for

- Clarity of process for program changes, both individual programs, how we think about syndicate programs (replacing flashpoints)
- Would like to be at least informed, but also asked for opinion of the Program Committee, who is supposed to represent the listeners

Paul - democratic processes for the station - how do we expand the committee? I know you've done work and had frustration around, I'm Johnny Come Lately here, paying more attention.

Erin - yes, just no capacity.

- Programmers Survey Update(erin)
 - 42 responses, up from 33
 - 60% white, 20% POC responses, 20% declined to say
 - 45% men, 40% women 5% non-binary
 - Mostly on air volunteers, or both on and off air. More music programmers than public affairs programmers at this point.
 - Similar content from the first report. Will finalize on March 15th
- Work on the Third Programmer survey - Listeners
 - How do you communicate with your listeners
 - What is the reason you do your show
 - How do listeners know that is the reason you do your show
 - Do you do regular social media posts
 - How can you be supported to do more social media and promotion work

Survey Plan

- Survey 2 open for a few more days, Erin will draw the names of participation winners in the April All Programmer email
- The April PAC meeting we'll finalize the survey 3 questions, and will release the survey on April 15th, open until June 15th, it will be in its' own email to announce and 2 All Programmer Emails
- In July PAC, Erin will have results for all the surveys, and we'll go over them for follow up, what is interesting, what we've learned, what we want to know, and compile a full report for staff and volunteers
- Hopefully by then we'll have a station manager, and they can lead the listener or membership survey. We'll see what the steps are for that after July.

End meeting 7:07

MEETING April 9th

The back room will be used for Membership drive, so we'll meet in the lobby or news room.

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