

Program Advisory Committee Meeting Agenda

February 9, 2020

Present: Jenna Yokoyama, Tammy Habteyes, Jezaniah Hawthorne, Gary Dickerson, Shaheed Hamid, Althea Billings, Tim Nakayama, John Risley

Facilitator: Azia

Note taker: Althea Billings

Board Liaison: Shaheed Hamid

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Finished press pass round for volunteers with extended expiration, (I can give Diablo their's next week!) Working with management on a possible "media pass" for programmers who aren't news volunteers
- Developing a newsroom-specific digital editing class to help support volunteers with more ambitious editing since we are currently pre-producing the broadcast
- Althea is also taking charge of the Training schedule, and new volunteers can be onboarded now, since we are running Volunteer Orientation monthly
- Proud of the News in Depth content we've been able to produce lately!

Tammy- Public Affairs

- Juneteenth Radio is on hiatus for restructure
- Planning a program block feedback zoom session/ Starting with talk block. I'd like to do this before prior to giving back evals (give it to them at the end of the session) and maybe incorporate a [self evaluation](#) (work in progress)
- [Just for you special programming](#) - part 2 of AA/Black History and Future month at KBOO series airs tonight at 7pm (it's good don't miss it!)
- Inside Washington Co will be returning to KBOO in March
- SNS will be indeed departing from the airwaves by mid - late March
 - Working with Dmae and Art Focus to try to find a replacement in the same realm from the community, this is a work in progress
- Since volunteer orientation is now happening monthly (YAYY!!!) I'm carving pathways for possible PA volunteer opportunities.
- Radiozine Project: Because we are under new circumstances, and many programmers are unable to do their shows, or have stopped volunteering all together the PA hours are starting to suffer from inconsistencies. This means that some programmers will have their timeslots changes but nothing drastic, and I'm very open to suggestions and preferences from the programmers- there are many gaps that need to be filled on the schedule but i'm also keeping some of them as radiozine time slots.. The point of this project is to give new programmers a chance to broadcast their material over the air and

n gain a clear understanding of how to produce a quality full length show. Will be accomplished by providing them support, mentorship from myself and veteran programmers and self evaluation forms. *always open to suggestions!

- Tim: How many slots have opened up from volunteers? Tammy: I don't have an exact number, some are just having trouble with the tech challenges, but a handful, but since it's been a year, it's time to check in with them about their timeslot. Still keeping timeslots within genre, but some are turning into Radiozine for the time being. Need to move that conversation forward with folks who have not been producing content during COVID. There will be a route back in, but we also want to have a way for new volunteers to get in. Tim: Is that like 5 with tech problems that we could reach out to to support them? Tammy: less than 10, not all tech related, some people don't want to produce radio distanced. Jenka and Arthur both have office hours for supporting tech problems. There are guides and things that we have created in the past year to help this transition.

Azia - Program Director

- Programming team is looking towards reframing the path to becoming a programming volunteer, along with updating trainings and training material. As Althea mentioned, she will be maintaining the schedule and making sure they are accessible.
- Special Programming
 - [World Radio Day Special](#) is this Friday at 1pm, during the latter half of the program, we will be showcasing clips from KBOO programs for WRHU's theme "passport radio," to give their listeners a window into Portland. Programmers are a bit behind on submitting their pieces but I am hopeful that I will have enough pieces by Thursday.
 - Next big special programming day aside from Black History Month Series and Music Marathons, is International Women's Day! March 8th.
- Programming Changes
 - Fearless Frequencies has retired, (after a long hiatus).
 - We approved Rhythm Shack with Mike Fisher on 2nd & 5th Monday Mornings 3-5:30am
 - The Occasion, poetry show, has retired
 - Some Assembly Required - 1 hr sound collage is moving to 3rd Sundays 7-8pm
- On-Air Contract Updates
 - Did not have time to draft the updates, will have it by next PAC, We do have a few other items we would like to add, to recap the updates:
 - Requiring all programmers to take the FCC training Annually.
 - Clarify that new programmers will be on a probationary period for their first 6-8 shows. This has been said before but not documented anywhere

- Want to clean up the disciplinary action code and define it in the on-air contract.

Improving PAC

- Let's Review the By-laws
 - Zale recommended PAC look over these policies. If we feel anything needs to be updated, we can draft an update, vote on it and return to Zale. Zale has noted some conflicting items already, [here is the draft](#) we can all make edits to and discuss a final draft at the next PAC meeting. Once we have voted on the changes, I will give to Zale to work with the personnel committee to have the board vote on it.
 - Policy #6
 - Policy #22
- From Personnel committee (Tim): Clarifying the separation between Programmer's Contract and the Volunteer Contract or Volunteer Rights and Responsibilities. Also concerns about safe harbor indecency policy, our policy says that we are supposed to have a safe harbor warning about possible indecency before every show (?)
 - Gary: XRAY and Freeform do indecency disclaimers every 30 minutes. Erin trained Gary and echoed Tim and Jenna in the sentiment that we didn't do a disclaimer because we didn't want to draw attention to it. The warning before the indecency is good cover from an FCC perspective that if someone complains about us, we can say, well, we told you so. Not required by the FCC, but intended to help protect us from complaints
 - Jenna: Will read through that policy, when was it written?
 - Obscenity Indecency policy #34 passed in 1992
 - John and Shaheed: Cannot recall it being enforced
 - Shaheed: Wouldn't be a bad idea to at least include it at the top of every show in safe harbor
 - Tim: Playing Devil's advocate: think every half hour is excessive, another added thing to a programmers plate. Maybe make a fun promo to mark the start of safe harbor.
 - Gary: Maybe we play it at the beginning of shows, not just at 10 pm.
 - John: some nighttime programmers might want to add it in too
 - Will discuss in Program Ops, also pasted into above PAC policy document linked above
 - If we change current policy, it has to be voted in by the members and the board
 - Azia will reach out to Chris Merrick about when it was enforced (if at all, bc Erin apparently did not enforce it)
- Subcommittees
 - Gary: Talked with Azia about Peer review, new program reviews, and outreach. At a previous station, subcommittees took on specific work, overseen by one elected member to give reports back to the main committee. People would become involved because there were consequences for not being involved. No

consequences right now for not helping out outside of your show. Subcommittees can be part of the conversation next month. Do we consider a lack of volunteer work grounds to terminate a show? Would want to “audition” people for peer review

- Jenna: fan of subcommittees, bigger fan of workgroups. Difference has to do with permanence. Either way, subgroups reporting back to the PAC seems cool. Next round of evals should have an eval subcommittee/workgroup and have that be its sole function. Agree with Gary about needing consequences, keeping the values of the community strong. Hopeful that the changes at KBOO are helping with making that shift.
- Shaheed: Aircheck for just 30 mins as a part of every meeting, was a practice some time ago. Don't want to take up a whole lot of time, but want to find ways to evaluate programming without losing a whole bunch of time. Could be random, or we could let people know ahead of time
- Outreach efforts
 - Azia: want to fill holes in the program schedule, but want to do it in a conscious way
 - Jenna: Talked with KatMeow about OpenSignal, used to have 2 types of classes, free and paid. Now their classes are by invite only, specifically to communities of color, and the classes only happen for those groups and those communities. Not really familiar with their volunteer needs versus ours, but thought it was interesting to frame it that way, following people through a content creation process. Not trying to get people to do a forever show, but teaching people the process from start to finish with a finished product at the end. Would be a collaboration with the volunteer dept, programming, management and the board. If we started to do it, it would be a pretty big cultural shift. Would def change how we carry out our purpose in the community. Maybe there's a small version of it that we could do? 2-3 years ago, Jenna set up Intro to Audio for POC (along with other intro classes) did special outreach on social media. Was effective in getting people in the door, but had difficulty with retention.
 - Tim: Getting people involved at a high level with skills ASAP is great for retention
 - Gary: tension exists between what has been done in the past and what we want to do in the future. Crucial that we talk the people in camp A into the vision of the future.

Off Air Evaluations and Moving towards Peer Evals

>Tim: What happens to the people who don't pass the off air eval? Azia: we've had mixed feelings about it on the Programming team, we've been tackling it case by case thus far, but we can come back with a stronger answer next time. No mercy next time, we decided that at least.

>Tim: What was the volgestics thing in the spreadsheet? Azia: That's VicNet! Celina was using the back end software to track things in the spreadsheet.

>John: Program evals 20 years ago lacked follow through and the quality of the evaluations varied a lot. Might be silly to try to address all programs at once, but focus on people who are having trouble with the quality of the programming. Azia: good point, will be addressing the quality of the evaluators as well. Gary: 2 different philosophies about evals: technical aspect vs. the criticism of the show. Great peer evals are constructive without being mean. Progress of the programmer should be top of mind. Focused on the idea that a show found to be lacking in content or technical aspect will not be renewed in the next cycle.

>Shaheed: maybe we introduce probation as a part of it? As opposed to them getting off the air

>Tim: CRUCIAL that people know what the stakes are before we introduce consequences. Gotta also emphasize the stuff that individuals have been successful in doing! Especially in COVID time. Strongly recommend that multiple people review shows, concern about us inadvertently leaning into the rock record snobbery

>Gary: Putting it forward that we want people to succeed, and to help them, not hurt them. Looking at promise versus delivery

*** We will revisit this topic in the future!***

Board Report:Shaheed

- Board has been dealing with finances, looking at next year's projections

Engineering Committee: Dump button is still not working from the on/off aspect. Perma-ON until later notice.

Adjourned: 7:20 PM

Next meeting: March 9th, 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

