

PAC Meeting Minutes

Present: Roger, Del, Sean, Dan, Erin

Facilitator: Roger

Notetaker: Erin

Introductions

Public Comment

Staff Reports - moving towards rotating this duty

Charity Marchandt

- Charity has been working for 1 full day without Lisa, and will probably stick their head into the meeting and introduce themselves

Canaan Schlesinger

- Canaan will probably stick his head into the meeting, after he gets off the newscast and introduce himself

Derric Crooks

- Finished and submitted FCC Quarterly Report on Significant Treatment of Community Issues for the 4th quarter of 2016
- Consulted with producers of Pacific Underground- considering making the show twice monthly
- Completed my first Membership Drive and had great success at meeting goals for each show
- Creating plans for special programming during the next Membership Drive and coordinating gifts
- Looking towards International Women's Day and Inauguration of DJT for appropriate programming
 - Working with programmers to call in and be on the air
 - Dennise is the producer of IWD -proposals due I think Jan 13th?
- Filling program needs for the rest of the month
- Filled the Board op need for Mondays and Tuesdays 10am to Noon
- Still looking for Board op for Democracy Now and Abe and Joe Talk Radio Show Tuesdays 6-9am

Del - news and PA day in Feb 8-14

EY - no, in Spring

Erin Yanke

- Lots of on air substitutions from the holidays and from the ice storms
 - Call Carry system is working well, burn out from the call carriers - they've been on the air for 10 hours in a day, not sure how to work that out, but we'll be meeting in February to talk about it
- New Staff
 - Charity and Canaan have arrived! Lots in the works!
- Youth of Color internship hiring - deadline is Jan 27th
 - To get KBOO content on national platforms for CPB Compliance
- Visioning Meeting Reportback
 - Leadership Training Structure - getting people in a leadership pipeline - becoming producers, etc. We'll be developing that along with the training
 - Get online trainings sign ups set up
 - Getting out of Crisis mode
 - Saturday Club - Saturday mornings to plan projects and troubleshoot ideas
 - Podcast Club
 - Citizen Journalism
 - Peer Listening
- 50th Anniversary update
 - Met with Kathy Fors about designing the program for the exhibit
 - Becky and I started going through archival material in dead storage for use
 - If anyone is interested in helping, we're meeting Jan 12th at 5pm

Board Report - Delphine Criscenzo

- Station Manager Hiring
 - Monica probably out by the end of Feb
 - 3 finalists, meeting with the board on Jan 23rd - 5 minutes to make statement/pitch - Board plans on making a decision at that meeting, will have a month overlap with Monica

Dan asks if Monica can support after Feb, Del doesn't know off hand. Willing and open to be a resource to whoever takes it on
- Underwriting Hire
 - Should make an offer to a candidate soon
- Canceled Dec meeting so not a lot of updates

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

Strategic Planning Goals

- IN HOUSE EVALUATION PROCESS
 - Create a volunteer position / job description for a perfect peer evaluator, use this as a training document

Job Description: Program Evaluator Job Description

Department: Programming

Reports to: Programming Staff (Program Director, AM Public Affairs Director, PM News, PM Public Affairs Director)

Employment Status: Volunteer Position

General Description

KBOO broadcasts music, news and public affairs programming 24/7. To ensure that each program fulfills our mission statement and programming charter, but also that each host receives feedback about their work KBOO has an evaluation process to help assess on-air programming. Evaluators are trained volunteers who listen to randomly assigned KBOO programs and provide an evaluation about the program to Programming staff.

Qualifications and Requested Skills

- KBOO listener preferred
- Must be familiar with KBOO mission and programming charter
- Must pay attention to detail
- Must try to listen with objectivity
- Must be open to listening to news, or public affairs, or music programs or a combination
- Must have access to email and internet
- Must have access to technology to listen to program
- Must commit to evaluating 4-6 hours a month or 2 program evaluations a month
- Must attend evaluator training
- Must check in monthly with programming staff about their evaluation by email

Essential Functions:

- Review monthly requests for evaluating
- Perform show evaluation in a timely manner
- Report to Programming Staff

Feedback from PAC

Roger - change "report to"

Dan - have ability for volunteers to focus on just news or just music?

Del - hope so, - Not evaluating the content, besides it fitting KBOO values, lots of ways you don't have to be expert on content, but familiar with the format

- Del - next step is to create the training, flesh out with Erin
 - 90 minutes
 - Access (email from Jenka below)
 - objectivity and opinions - the appropriate role of judgement in the evaluation process

- What it takes to produce a show so that evaluators know what it takes to make a show if they're listeners only and not producers - including how long it takes to produce shows
- Next Step
 - Invite Jenka to Feb 21st PAC meeting to go over options
 - Del will start fleshing out the training curriculum
 - Erin will Give Job Description to Program Operating Team to start recruiting for volunteer evaluators - put in Feb all programmer email
 - Training classes will begin in March - put in march programmer email
 - Evaluations will begin in April
 - Put in Programmer email in April that there are volunteer evaluations starting. - share link to the evaluation
- CREATE PROCESS FOR RECEIVING FEEDBACK AND FOLLOWING UP
 - Goal- create process to digest feedback
 - Goal - create process to act on feedback
 - Evaluation is different then feedback.
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From Strategic Plan

Goal 3.4 Tactic 1 - by 2018, the programming committee will make a plan for addressing the strategic plan survey input and the call for local programming and listener engagement

From October - Erin will check with jenka on helping set up a form on the website and at staff meeting ask about what questions to add in the form, and legal info to put on the form about using email addresses, etc

FROM JENKA

Here is a basic framework for a tracking system of who is doing what program eval:

<https://github.com/kboofm/programevaluations/projects/1>

the other option is to use the new volunteer management software we are getting ready to install: volgistics.

this might be easier because we would set up the evals as 'shifts' and then people could sign up for a shift and get a notification when it is coming up/due.

Github will also give notifications if people want them.

Anyway, I think I should come to the next program committee meeting, if the agenda is not full already, to talk about options and ways to move forward.

In the meantime, I will definitely set up a form on the website - what should it say?

We currently have it set up so (most - some have checked a box saying 'no feedback') program hosts can receive feedback from listeners directly on their 'user profile' page on the website - ie: <http://kboo.fm/profiles/karen-james>

And our 'contact us' page allows users to choose which staff members/departments they want their message to go to. <http://kboo.fm/contact-us>

- When Jenka creates the online form, we'll also create a paper form, and the PAC will create a system for reviewing
 - Feedback about program, membership, volunteers, other categories,
 - Our job will be to set up information collection, but only to deal with the programming feedback
- Feedback through the website that everyone can have access to digitally and physically
- Once it's up, promo and also on sheet for announcers

Sean has access to Smithsonian folkways recordings, has a certain amount of downloads per year.

Meeting Adjourned 7:25

NEXT MEETING - Feb 21st 6-8pm (one week later because of Membership Drive)