

Program Advisory Committee Meeting Agenda November 10, 2020

*Present: Althea Billings, Jezaniah Hawthorne, Gary Dickerson, Freeman X (Robert Hamilton),
Tim Nakayama, Tammy Habeteyes*

Facilitator: Azia

Note taker:

Board Liaison:

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Survey-informed pre-election coverage went really well! Setting out a blueprint of what needed to be covered a few weeks in advance got a lot of new volunteers on board with NIDs when I wouldn't have expected that from them before, and the reporting was great!
-[Citizen's Agenda](#)
- Election Night Live coverage also went well, we had to work within the bounds of a skeleton crew in the station made even slimmer by the fact that one anchor had to stay home because their co-worker was quarantined. News volunteers were able to participate from home by researching the election and sending in updates on Slack which were then transferred to the anchors. This was Althea's first time running an event like this, and it went pretty smoothly! Putting together documentation for reflection on the event and what could be changed or done better in the future. Big shout outs to Ivonne, Annette, Arthur, Jenka, Tammy, and Reggae Bob for their help!
- Slack is now being used in the newsroom generally, with different threads for different production days, as well as threads for offering up interviews and asking for help on different topics.
- Bob: Fantastic Election coverage!!!! Ivonne and Annette did great!
- Tim: The clocks being down were probably an issue
 - Althea: Yes, we wanted to be better with the schedule for OCM. We eyeballed it

Tammy- Public Affairs

- Post election calm down!
- End of membership drive and on to giftguide (big gift day December 1st)
- Upcoming special programming/events: Genocide Cover-up day and MLK day
- Already started connecting with MLK Day producers, the broadcast will be a live stream still waiting on more details
 - Teaming up with Holocene and Open Signal
- Two new programs from program proposal drive: FOH and Children Hour

- Program evaluations begin next month (8-10am timeblock will be the first to be evaluated)
- Still on phrase 1 of KBOO's soft reopening- taking new covid guidelines/uptick in covid numbers into consideration
- Two PA webinars: Locus Focus and Palestine webinar.

Azia - Program Director

- Fall Drive Update!
 - We surpassed our fall fundraising goal of \$80k, last update was \$83k!
 - Revenue team liked this longer drive - soft pitching model Vs. our standard intensive pitching 2-week model. We plan to debrief further at the next staff meeting
- Program Evaluations
 - We have finished revising our Peer Evaluation Form. Focusing on Structure, to give KBOO a more consistent sound as the end result.
 - I'm going to convert it into a google form so Volunteers can fill it out remotely.
 - We plan to begin Evaluations on December 1st, Starting with the 8-10am block and the 8pm to midnight block.
- New Programs & Programmers
 - Thanks to your help we narrowed down our new Programs!
 - We have 14 new programs and 6 new programmers
 - Oil for Kisses (Metal)
 - The Wiggleroom (Eclectic)
 - The Ghost of Hollywood (Underground and Radio Theater)
 - Another Late Night (Eclectic)
 - Fortress on A Hill (Public Affairs)
 - The Children's Hour (Syndicated Public Affairs)
 - Some Assembly Required (Hiphop & Sound Collage)
 - For Public Record (Eclectic)
 - Self Help Radio (Eclectic)
 - Oh Gee Pee Oh Gee (Musical essays)
 - Boogie Pachanguero (Tropical Rhythms)
 - The Metal Margin (Metal)
 - Black as Folk (Folk)
 - Melanated Mindfulness
 - Youth Randomonium - moved to 1st & 3rd Fridays 8-10pm
 - All the new programmers, except one potential Folk programmer, have taken the FCC training, and are ready for the airwaves! Many of their programs will begin this week or next.
- Trainings
 - Virtual FCC training

- Has gone really well so far, we set up google forms for new volunteers to electronically sign the Volunteer contract and the on-air contract.
 - New Programming Essentials class
 - Previously there hasn't been a solid path for new programmers to learn how to use spinitron, the website, and other things about being a show host, so we have added this course
 - The very first session will take place on Thursday, then the new programmers should be fully up to speed!
 - Audacity Training
 - Haven't worked on this curriculum too much yet, but it will be very similar to audio editing basics, but with Audacity instead of Audition.
 - We will go over basic radio terminology, editing basics, how to censor songs, and how to make a promo.

Board Report:

- Shaheed: General Meeting took a lot of their time. Upcoming retreat to discuss finances and membership. Recruiting New Board members.

Adjourned: 6:53pm

Next meeting December 8, 2020 at 6pm

PROGRAM ADVISORY COMMITTEE (PAC)* RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, Public Affairs Director and News 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