

Program Advisory Committee Meeting Agenda September 14, 2021

Present: Gary Dickerson, Althea Billings, Azia Hawthorne, John Risley,

Excused: Tim Nakayama

Facilitator: Azia

Note taker:

Board Liaison:

Introductions

Meeting Guidelines

Voting on Minutes

[Last Meeting Minutes](#)

- Adjustment requested,
- Approved

Review Today's Agenda

Staff Reports

Althea- PM News

- Maintaining a hybrid of at home and in person production for the news, seems to be working pretty well.
- News from the Boo is on hiatus, may or may not be resurrected by a future station manager, but it was becoming too burdensome to fill. Wednesdays are now a full half hour of news in depth content.
- No other major changes to report!

Tammy- Public Affairs

- Cleaning up the schedule and putting some shows on an official hiatus
- Catching up on emails from vacation, lots of emails and meetings

Azia - Program Director

- Been very occupied with special programming each month. We are currently working on:
 - International Day of Democracy News & PA Day 9/15
 - Hispanic Heritage Month series, Every Friday at 6pm from Sept 15 to Oct 15
 - Afro Caribbean / Reggae Marathon 10/24
 - Looking for new volunteers with a background in these genres
- Finally getting around to updating the FCC legal basics training
 - I am making a few more updates to the on-air handbook per the Governance Committee's request
 - Rewriting the FCC legal packet and revisiting current policies

- Gary can share resources
- New Shows
 - Our Common Initiative - Mikey Leverette
 - 3rd Mondays, 1am - 3am
 - Was approved a few months ago, hoping they can start in October
 - Music Medieval - Renee Bartley
 - 3rd Thursdays, 4:30am - 5:30am
 - Musikas para Volar - Karen Torrente
 - 4th Sundays, 6:30pm - 8pm
 - Starts on 9/26
 - Sub Terra Radio - Margot Bigg
 - 4th Sundays, 9 - 10pm
 - Starts 10/24
- [Pending Proposals](#)
 - Wash Your Thoughts - Joshua Arnold (was a podcast) (PA hybrid)
 - Rhythm Nation with Peter Marks (PA hybrid)
 - Stranger Than Fiction - Mark Brittel (music)
 - Alt through the Ages & "That Vegan Show" - Melissa Lesniak (PA hybrid)
 - For some reason there is 2 applications in one..
 - Respond to applications by Wed next week. 9/22
 - PAC give input by Friday 9/17

Other Things

- "What is the purpose of PAC?"
 - Seems to be asked quite frequently so I wanted to address this to help give us direction on how to structure it going forward.
 - PAC is a space for volunteers, members, and listeners to share their input and offer advice on programming.
 - Staff reports back and brings items they want input on
 - PAC members can bring items they would like staff to look in to
 - Send Agenda items to Azia by the Friday before the meeting if you can
 - I think it could be helpful to open up a space during PAC for public comment. Thoughts?
 - Chair of PAC?
 - A facilitator, but the PD would set the Agenda
 - Kept things in order using Roberts rules
 - PAC should offer feedback and recommendations on
 - Program changes and proposals
 - Yearly goals

- Community needs
 - Program Evaluations
 - What to delegate to a workgroup
 - Idea: Require people to make a pitch for their proposal at a PAC meeting or workgroup meeting. Invite others to attend that aren't PAC members
 - How to recruit more members?
 - Maybe ask each collective to send someone?
- Meeting Schedule
 - Moving PAC to quarterly
 - How's March, June, September, December sound?
 - So the first official workgroup will be 10/12 at 6pm
- How will Work groups function?
 - We should definitely use the Process check whenever we start to go off on a tangent during PAC. We can save tangential discussions for a designated work group meeting.
 - Going over meeting guidelines
- Mattermost for PAC
- Schedule a time to discuss making PAC more efficient
 - Open dialog about programming at the station
- For the first workgroup
 - Structure of PAC
 - Plan general meeting for the open dialog - open house for PAC

Board Report:

- N/A

Adjourned: 7:18pm

Next Official PAC Meeting: December 14, 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