

## **Program Advisory Committee Meeting Agenda October 8, 2019**

*Present: Jeanna, Erin., Althea, Roger*

Facilitator: Radhika

Note taker: Jenna

### **Introductions**

### **Meeting Guidelines**

### **Staff Reports**

### **Board Report**

### **PAC Surveys**

- Program Survey Results if Gary is ready
- Program Evaluation Plan

### **Staff Reports**

#### Althea- PM News

- Drive reflection: News was largely successful during the drive, at least in terms of content production on that reduced amount of time
- In Depths have been really good the past couple of weeks
- Pushing regular reporters to be more confident in interviewing and producing audio pieces day-of
- Longer form investigation into allegations of due process denial for African Americans in the state is proceeding with Kevin's help
- Training new producers/reporters/board ops
- Website: I just got acquainted with how to use it, I've been putting NID clips on the main Evening News feed as well as on the News in Depth page. I've also been adding the headlines to the body text of the post and going back to do that retroactively (eventually have an intern do this)
- Applied for Report for America reporter for 2020 season, hear back mid-month
- 

#### Jenna - Public Affairs

- Retired Show - Heather McCoy Show retired. Flashpoints is now airing in its timeslot which is what aired in this timeslot previously
- Positively Revolting open slot - Roger suggests that we put a public post calling for programmers to submit proposals
- All programmer meeting
  - Held at SE Uplift and was well attended
  - Lead by Rachel with notes from Jenna and Erin about the drive and about diversity/equity in programming
  - Erin has made this meeting mandatory for the next drive
- Membership Drive

- Democracy Now was a bit of a mess. We still can't figure out an effective pitching schedule
- Had a hard time with finding pitchers
- We had programmers pitch this time. We think this was effective.
- Staffing changes
  - Public Affairs Director resigned
  - We've posted the job on indeed and other places
  - Promo will run for the job opening
  - Changes in the job - PA director going down to 32 hrs/week
  - PA Tech - hired Tammy as a contractor for 8 hrs a week. Their main role is to support the Public Affairs board ops. This is contracted through January 5.
- Pacific Underground and TPOL are on sabbatical until January. Sabbaticals are new. Jenna is trying to formalize this more to give programmers a break. This creates breaks and spaces for new people
  - Pacific Underground - protesting KBOO on-air. This is pre-approved organized dissent.

#### Erin- other

- Membership Drive
  - Not bad, but tiring and difficult to not get to program director work because of pitching in with the drive. Difficult situation last day, when we were to have the "Party" - resolved, but again, takes its toll.
  - Roger - there were subs filling in during the drives
- Staffing Changes
  - Rachel's last day has passed. There is no station manager, and the Board is working on a plan. We do not have a timeline, but heard a few options today at staff meeting.
  - Hiring for Public Affairs director again
- Marla Davis Fund update
  - Rachel got Erin's proposal passed, Tammy Habteyes is a 5 hour a week project coordinator, and there will be a meeting about it at 6pm on Friday. I forgot to put it in the all programmer email, but I'll reach out to the folks who said they were interested, and those I think would be interested
- Programming changes coming
  - Judith Arcana is retiring Poetry and Everything in Dec or Jan
- Programming changes here
  - Keith Bloom has taken first Mon 11-mid for a comedy show with a live audience in studio
- Other
  - Participated in the PSU Native Center Open House on Friday with Jack, had interest from Native students in using recording equipment on site and also producing programming for KBOO. We'll see.

- Meeting with Artist in Residents Thursday- working on implementing our radio from Coffee Creek jail project.

#### Board Report - No Board Member Again

- Was brought up in the staff meeting that we've not had a Board Member regularly present for about 2 years. We'll see what happens

#### Program Surveys - Survey #3

- Takeaways
  - Social media help stands out. We need to figure out how to get people more invested in doing social media posts
  - People still want support when they're on air. Getting on air is not the end all be all.
  - Roger- it would be nice if someone could be hired to help people with social media.
  - We need to figure out an evaluation system to help people out. Maybe we can figure out how to create a job that evaluates shows.

Next meeting- November 12th, 6pm

Adjourned:

#### 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