

## **Program Advisory Committee Meeting Agenda March 10, 2020**

*Present: Gary, Roger, Azia, Althea*

Facilitator: Azia

Note taker: Althea

### **Introductions**

### **Meeting Guidelines**

### **Staff Reports**

#### Althea- PM News

- Thinking about contingency plan for OUTBREAK2020
  - Editing 1 hr cut of Feb Mayoral debate and March Mayoral debate
  - Best of News in Depth segments
  - Preparing 2 days worth in advance for the 4-6 block
  - Could cut together more remotely
- Upcoming Secretary of State Debate remote with the MultCo Dems
  - Went to their campaign committee meeting last night, discussed questions
  - Annette will anchor, I will produce and Arthur will engineer
  - 1.5 hrs March 21st 11 am, at Oregon Convention Center, its open to the public
- Changes to the Spring Drive
  - Coronavirus concerns
  - Moving away from phone banking
  - No food in the back room
  - Gary: I like that people can see who is donating and continue thanking them on air, we should be sure to let DJs know that they can watch donations on the email

#### Tammy- Public Affairs

- Outbreak 2020- must find 16 hours worth of audio for possible outbreak, Just going with evergreen of syndicated programs and evergreen in hour programs
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#### Azia - Program Director

- OUTBREAK 2020
  - Looking for DJs to create pre-recorded shows with no time-stamps to use in emergency (30 to 48 hours of music content)
  - Or editing shows to make evergreen.
  - Gary might be able to come in to help with editing Thursday
- Other Upcoming Remote:
  - No Brains: Negativland, looking for a Board Op 6-8, otherwise we're all set
- Added new class: Public Records Training with Sam Bouman

- Teaching reporters how to request Public information
- Gary will talk to some Freeform DJs to help with subs
- PROGRAM PROPOSALS

## **Board Report**

No board member present

**April meeting is cancelled!**

Adjourned: 7:03 p.m.

Next Meeting: May 12th

## **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