

Program Advisory Committee Meeting Agenda May 12, 2020

Present: Althea Billings, Sarah Farahat, Emma Lugo, Tammy Habteyes

Facilitator:

Note taker:

Introductions

Meeting Guidelines

Staff Reports

Althea- PM News

- Format change due to COVID-19
 - The news hour has changed format, instead of a 45 minute newscast and 15 minutes in depth, we are doing a half hour newscast and two 15 minute in depth segments
 - Additionally, Althea is the only anchor, though volunteer reporters are voicing their own pieces as well
 - Pre-recording the news rather than broadcasting live in order to accommodate social distancing and the automation system
 - Have gotten good feedback about it, proud of the fact that we are producing up to date news and interviews
- Midday headlines
 - Introduced volunteer produced midday headlines to respond to COVID, along with Spanish language headlines
 - Althea is in charge of the English language headlines and Azia is in charge of the Spanish headlines
 - Shaheed: shows that we have been evolving, good that we have added to things
- Looking at Newsroom overhaul
 - Use the pandemic as an opportunity for culture change, no longer a place where new volunteers are dumped when there isn't a place for them that is related to their interests
 - Potential shift in structure, Althea has been looking at other dailies and how they run their programs
 - Looking to eventually syndicate to Oregon and maybe Washington
 - Look for grants for paid interns who are really interested in journalism

---Shaheed: concern about election coverage, are we making sure our coverage is good even when we can't be in person?

---Sarah: we should promote more our election coverage because I know there are a lot of people who are looking for coverage

Tammy- Public Affairs

- Black Votes Matter Mayoral Debate
 - Partnered with Open Signal to broadcast
 - Webinar sessions conducted
 - Only Talk block gets a board operator
 - Volunteers are starting to help out with that, working on very slowly bringing some non-staff people in to the station
 - Programmers are adding in appeal language until our match is over
 - FCC indecency violations
 - Don't have a board op in the air room, so we don't have access to the dump button
 - Have suspended two shows total
 - People can get editing help if that is the issue
 - Working a lot on connecting programmers to each other for help with editing challenges
- Shaheed: concerns about how the entire schedule is staying filled out
- Sarah: is the need to help edit impeding your regular duties? In an ideal world would there be someone to do that?

Tammy: It's mostly a matter of communication, it was dicey at the beginning, but now other departments have their bearings and are able to better support programmers it has been less of a problem. Shoutout Ray Bodwell! Have expanded the roster of editors who can help out. We got our stuff together within a week and a half

Azia - Program Director

- Due to the shutdown it has given us time to re-evaluate and restructure many aspects of the Programming Department
 - Program Evaluation Process - Evaluations have been put on the backburner for a long time now, we plan to make a process that allows the programs to be evaluated twice a year
 - The Evaluations will cover: content quality, Are they engaging? Consistency? Are they doing the legal ID? IDing their show? Are they filling out their spintron? Stewardship (Fulfilling their Volunteer agreement duties), Are the Transitions smooth? Are they following all FCC and other laws?
- We are considering having Shows reapply each year, which goes hand in hand with the evaluations
 - We hope this will give an opportunity for more community involvement, and will help keep KBOO relevant as time changes.
 - We know that many programmers may want to push back on this idea, but if their show is engaging and has a following, this will be considered during the process.
- Plan to updated the On-Air Volunteer Contract, (will present Draft at next PAC meeting)
 - We are considering raising the bar for what is required from our on-air volunteers

- Require 5 hours of volunteer duties, outside of their show (Freeform does this)
 - Have Each programmer evaluate another person's show twice a year
- Will also update the FCC Packet
 - Copyright laws will be added, as many programmers are unaware of them.
 - ex/ You can't play more than 3 tracks from the same album in a 3 hour program. Etc

---Shaheed: Its helpful when programming staff let volunteers know your expectations and makes it easier down the line so that there is less negotiating down the line. Programmers can adapt to changes easier when they know they are happening.

---Emma: Suggest that the Programming committee consider looking at programming blocks rather than individual shows, eg. Queer Boo, empower them as a collective to make decisions about their programming and how to best serve their community. How is programming for different communities produced? While we are producing remotely, it's a great opportunity to reach out to local podcasters, could make room for other content. Consider empowering collectives within the structure or in communities of interest [have Azia contact for more ideas]

Shaheed: likes that idea, consider having some regularly scheduled podcast time, encourage listeners to submit their own audio, about whatever they think is not being covered. Where could we have commentary about something like the Ahmaud Arbrey shooting?

Althea/Tammy: We have spots for Radiozine, News in depth and open music slots that rotate

Emma: Podcasting is a resource for us that we haven't yet tapped, we need to think more about what is being produced by people who aren't our programmers. Don't want to lose touch with the communities of interest who make up KBOO... we want to lift up their voices and we need to reach out to them

Board Report

Adjourned: 7:00

Next Meeting: June 8th

Election Coverage ideas

Program Evaluations and renewals

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