

Program Advisory Committee Meeting Agenda

June 9, 2020

Present: Tammy, Azia, Jenna, Althea, Emma

Facilitator: Azia

Note taker: Jenna

Introductions

Check in: what media are you consuming?

Meeting Guidelines

Staff Reports

Althea- PM News

- Re-established street reporting curriculum in light of recent protests. Had a training.
- Monitoring the use of press passes by volunteers who are working for the newsroom, they must be accountable for their actions and abide by the law during protests, and let a staff person know when they plan to be out on the street
- Restarted use of the news Twitter account
- Taking a class on Trustworthy Elections through the group Trusting News. So far it has been really productive in connecting with other journalists and thinking critically about how to engage with our audience and build our credibility with them
- Have a phone line set up for community members to give us feedback about their thoughts on the protests. People can also submit audio in future through the app

Tammy- Public Affairs

- Working with barbara doing a kboo webinar for the jordan cove
- New vetting system working okay for public affairs

Azia - Program Director

- As we discussed at the last PAC meeting, we had seen too many indecencies. We have officially implemented a Vetting Process, modeled after Freeform's process.
 - We held a weeks worth of Q&A's to give programmers the support they needed to make the transition
 - It was a bit rocky at first on the music show side of things. We added a second folder for the Safe Harbor Content and a Google form so the folder would not eat up the programmer's drive space.
- Updated the Volunteer Contract to match our processes during the shutdown
- The changes are highlighted on [this PDF](#)
 - Added a notation regarding how the physical aspects in the rights section of the contract may not apply during a station shutdown for example: Volunteer appreciation party may be put on hold until the following year, until social distancing is no longer required.
 - Under the On-Air Responsibilities, we updated

- the requirement to stay in the air room until the next programmer arrives to include the automation system and automated programming.
 - #11 used to say “Do not change the format of your show” we added that if you want to change the format of your show you must submit a program proposal
 - FCC violations found by the Vetting Committee, although it did not reach the airways, will still be considered a violation and is subject to the disciplinary action noted on the contract.
 - Emma: are we accepting new programs during COVID19 time?
 - Azia: Yes, but we put in on hold while we put in the vetting process, but as staff is freed up we will be accepting new shows so that programming is not frozen during this time
- We have a new Full time Staff Member: Michael Leverette
 - Helping with vetting and editing content
- Current Big Project: KBOO will be producing the Virtual Waterfront Blues Festival
 - Taking place on 4th of July weekend as usual
 - Ray Bodwell is the head producer
 - We are working towards collecting all the desired sets, it will be sort of “the best of the WFB” from the last decade.
- Emma: Pride programming specific on KBOO?
 - Tammy: Nothing specifically. Programmers are mentioning it on their shows.
 - Azia: We wish w were doing more to address pride and supporting the black community right now
 - Emma: can put together some audio that can be aired on 2nd and 4th tuesday during the the Queerboo block

Board Report

- Board met and think programming is doing a good job. Wants to be respectful of boundaries. Board would like to know about the vetting process and can be reported back to them through Emma.
- Vetting process - originally we had a shared folder that everyone submitted to but that was updated to a google form that everyone can access. The audio gets put into a folder where volunteers can move it into a Claimed folder to show that it is being listened to, then it gets accepted or rejected based on whether or not there are indecencies only
- Jenna - it would be helpful if there could be clarification of who is the board liaison to this committee

Next meeting July 14, 2020 at 6pm

Adjourned: 6:30

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