

Program Advisory Committee Meeting Agenda December 14, 2021

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

Excused: Tammy

Facilitator: Azia

Note taker:

Board Liaison: N/A

Introductions

Meeting Guidelines

1. **Take care of yourself.**
2. *Make space; create room for all to have a say*
3. *Claim space; share your perspective*
4. *Say what you need to say without humiliating anyone. Use "I" statements; speak from your own experience.*
5. *Don't make assumptions; ask for clarification*
6. *Turn off your phone, or put it on vibrate if you're expecting an important call*
7. *Mute your mic when you're not speaking*
8. *Raise your hand to contribute and wait to be acknowledged by the facilitator*
9. *Do not share another person's story without their permission*
10. *Expect mistakes, but be accountable and stay committed to each relationship and to the work*
11. *It is every group member's responsibility to uphold the meeting guidelines, and to stay focused on the topic/agenda. If the group strays from these principles, say "process check" outloud or in the chat to pause the discussion and get the meeting back on track. The process-check sign is not to be misused.*

Voting on Minutes

[Last Meeting Minutes](#)

- Unanimously Approved

Review Today's Agenda

Staff Reports

Althea- PM News

- Planning End of Year specials for the News department, revisiting News in Depth segments thematically
- Looking to do extra outreach in January. Nudge new volunteers.
- Finding someone new to teach Interviewing Techniques since Jenka left

Tammy- Public Affairs

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Azia - Program Director

- FCC Class Requirement
 - Taught extra FCC training over the past few months to help programmers meet the annual FCC Class requirement
 - Gary: Any consequences for not taking the class this year?
 - Everyone was super excited to see each other!
 - Azia: Yes, it was super nice to get everyone together, looking for new ways to create social opportunities.
- 2021 Q4 Special Programming
 - The Afro Caribbean & Reggae Marathon was a huge success! Listeners loved it. We sold 35 hoodies! We would like to solicit more shows of these genres. Konah is interested in doing a show like this aside from Africa O-ye, proposal for this coming
 - We moved away from “Genocide Cover up Day” and focused on Special Programming by Indigenous Creators for Nov 25th. Hoping to go further with this idea next year.
 - Trans Day of Remembrance
 - We broadcasted a live stream interfaith vigil with the help of Emma Lugo from Transpositive and had some great in-house content for the News and PA Day. (11/19 & 11/20)
- 2022 Special programming
 - Begun planning MLK day special programming for 1/17
 - Highland Church and the World Arts Foundation are putting together a 1 hour prerecorded documentary for us to broadcast.
 - Bluegrass Marathon
 - Will likely be prerecorded next year. Justin and the Music from the true vine collective are reaching out to bands and working on graphics. The marathon will be 03/19 9am - 5pm.
- Staff Updates
 - Station Managers depart on December 31st
 - Tom Lane, our last Dev Director, has returned!!!
 - Open Positions: Membership Director, Volunteer Coordinator, Web Coordinator, Finance Coordinator

Work Group Reports

- Want to do a listener survey in 2022. Gary has prepared some questions
 - Gary: When we did a survey at X ray: Looked at what other stations people were listening to, when, and for what
 - What do we want to get out of the survey?

- What things we are missing?
 - Find when people are listening and what shows
 - Might want to loop in Mike
- News survey last year
 - Successful, low labor
 - Enlist volunteers to help get it out there
 - Add it to tabling - paper survey
 - Find communities we can serve better
- Want to give out some gift card for incentive.
 - Take out of the programming budget - visa gift card? Local gift cards? Raffle
 - Ask local businesses to donate the gift card.

Other Things

- Azia will start sending the agenda out 1 week in advance so Workgroups can add their report back or other agenda items
- Program Proposal submitted on 11/19/21, please review and get your comments in by Friday 12/17
- PAC Yearly Goals Brainstorm:
 - Recruitment?
 - WHO is naturally inclined to come to PAC? Who is not? How to get them to want to come?
 - GOAL: **5 non-staff members by January 2023**
 - Micro-goal: Each PAC member will invite 1-2 people to visit a PAC meeting or work group
 - How to get people engaged?
 - Peer reviews / applications
 - Should we set/review goals based on FY or Calendar year?

Public Comments

- N/A

Board Report:

- N/A

Adjourned:

Next Official PAC Meeting: March 11, 2022

PROGRAM ADVISORY COMMITTEE (PAC) RESPONSIBILITIES

Programming Task Breakdown

A. The Program Director, AM News and Public Affairs 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

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