

Program Advisory Committee Meeting Agenda June 4, 2024

Present: Azia Hawthorne, Althea Billings, Gary Dickerson, Tim Nakayama, James Draznin

Facilitator: Azia

Note taker: Azia

Board Liaison: N/A

Excused:

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.
- **Reminder of PACs purpose:**
 - Offer advice, feedback, and ideas on programming
 - Assist Program Staff in shaping and meeting yearly goals for PAC
 - Assist Program Staff in ascertaining community needs in a proactive and mission-driven way on a regular basis
 - Assist Program Staff in evaluating broadcast and podcast programming quality on a regular basis
 - Make recommendations for CAB members*
 - Manage work groups to assist in various areas needed
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Introductions

- Review meeting guidelines and PAC purpose

Staff Reports

Althea - PM News

- Got approval from Oregon Community Media and certain community stations around the state to participate in our Election Agenda survey and reporting
- Attended and presented Election Agenda survey at the Rural Organizing Project Caucus in Woodburn in April - potential partnership for distributing survey
- Participated in a Trusting News-led Corrections Kit - writing a new Corrections policy and creating new practices. PAC Input and News Volunteer feedback sought
 - *DRAFT OF OUTWARD FACING POLICY:*
 - *KBOO News values accuracy in our reporting, and we strive to provide that in every story. When we do make mistakes, we will correct them promptly and clearly. On KBOO.fm, our corrections will be posted on the News Director's Blog, and the original story will have an editor's note at the top explaining the correction. For on-air corrections, we will correct material errors that affect the listener's understanding of the story in the next possible or next comparable newscast.*
 - *Google Form Link to submit a correction*
 - *Draft of Closing Credit Script Language:*
 - *"This is a volunteer-produced newscast and we encourage your participation. Call or Text us with your breaking news, stories and tips at 971-245-2158. Find a form to submit corrections on our website, k-b-o-o dot f-m slash evening news..."*
 - *Inward policy correction:*
 - *When making a correction, emphasize the correct information clearly, including a description of how the mistake happened (if it's applicable). These will be published on the News Director's Blog. Material errors that impact the listener's understanding of the story will be corrected on air on the next comparable newscast, in addition to being posted to the News Director's Blog, and being noted on the story's original web post.*
- Two successful interns from Outside In over the past few months, a third started last week. Another from Lewis & Clark College received college credit for their help.
- Training trees have been a successful tool for demonstrating how to get people trained for different roles they're looking for.

Ender - Public Affairs

- *New shows:*
 - Life Stamps
 - Let's Talk!
 - Winner's Bias
- *Events:*

- AAPI Heritage Live Broadcast
 - Thursday May 16th
 - AVENUE | 631 NE Grand Ave
- LGBTQIA2S+ Live panels
 - Every Tuesday, 7-8pm

Azia - Program Director

- Remote season kicked off in May
 - Blues Carnaval (5/10) - Benefit for Health Care for All Oregon was very successful. No hiccups on the programming side. Very smooth broadcast.
 - APANO remote
- Mock Remote Training Report back
 - The programming and engineering team put together our first remote broadcast training that took place last Saturday (6/1).
 - The goal of the training is to help volunteers feel more prepared to take on remote broadcast shifts at the live remotes this summer: Anchor, Producer, Engineer
 - For our first go, it went really well. But we definitely noted a lot of areas for improvement. We plan to debrief this week.
- Special Programming via Rebroadcasts
 - Billie Holiday Tribute Night (4/6), broadcast on
 - WCCC Juneteenth (6/8), broadcast date TBD, ideally on 6/19
- Remotes on the the horizon
 - Waterfront Blues Festival 7/4-7/7
 - Cathedral Park Jazz Festival 7/19 - 7/21
- Music/Culture Programming Changes/Updates
 - New
 - Queery - Jamie Bair, 3rd Saturdays, 10pm-12am
 - First show was 5/18

Public Comments (limit 3 mins per participant)

- N/A

Work Group Reports

- Idea: do another program proposal drive
- Very close to unveiling new on-air contract

Board Report:

- N/A

Discussion

- Getting hosts to pitch more

- Tim: maybe we could revisit how we schedule them out and send more reminders/communications to volunteers. Listeners and volunteers could be getting burned out. - maybe weekly reminders
 - James agrees the length of drives are too long

Adjourned: 6:48 PM

Next Official PAC Meeting: September 3, 2024