

**PROGRAMMING COMMITTEE (ProCom) MEETING - WOOL - GFCBC
DRAFT MINUTES MONDAY, JULY 18, 2005**

AGENDA: *Did Dot provide me with one? I've looked through my files and can't find one. Dot did give me Minutes from 7/12/05 as corrected by her prior to the meeting. Good clarifications on our discussion. Attach one used at the meeting.*

CALL TO ORDER: 6:30pm by Acting Chair, Gary Smith.

ATTENDING: Dot Read* (left by 6:30pm), Gary Smith*, Martha Schmidt*, David Leibtag, Anna Bowler. *indicates voting ProCom member.

MINUTES: The Minutes of July 5, 2005 meeting were available for review and had been emailed to the Programming Committee. Not moved for acceptance on July 12. Not moved for acceptance on July 18. Draft Minutes of the July 12 meeting were emailed (7/18/05 - unacceptably late) and also distributed at the meeting. Dot had amendments as did Gary. Which will be reflected in the most recent version distributed to the committee.

COMMITTEE ORGANIZATION:

Chair of the Committee - is this position elected by the Committee or the Board? Has this been done and by whom? This position should be re-elected annually.

Chair's Duties

*Liaison to the Board and other Committees.

*Call and schedule meetings.

*Announce meetings at least one week in advance of the meeting including requests for agenda proposals. Give ProCom members adequate notification. Contact committee members who do not have ready access to email.

*Prepare and distribute the agenda at least 3 business days before the meeting.

*Prepare a public service announcement announcing the meeting at least one week in advance of the ProCom meeting.

*Insure minutes of the meetings are taken and distributed to ProCom within a week immediately following the meeting.

*Maintain a list of members of ProCom and their voting status.

*Prepare the agenda and distribute to the committee members at least one week prior to the meeting.

*Chair as de-facto station manager to be reviewed by the Board.

Review of Board Policy on Committee Voting

*Per the Board motion and vote at the July 11, 2005 meeting (minutes unapproved) - *Voting members of committees will attend two consecutive meetings on the third consecutive meeting they will be allowed to vote on agenda items before the committee. If they miss a meeting they will need to attend two more to be able to vote or the committee may change this with their own set of rules and procedures with Board approval. (not verbatim)*

Motion: To accept the Board's voting rules. With the exception after becoming a voting member, they must attend two out of the following three meetings to retain their voting status with exceptions being allowed as the prerogative of the Chair.

Moved: Gary, Seconded: Martha. Two ayes. Motion Passes by both voting members present.

Motion: To have all ProCom votes taken at an announced meeting under the voting policy.

Move: Martha, Second: Gary. Two ayes. Motion Passes by both voting members present.

*The committee would like to consider a motion at the next meeting to have committee members only vote on items where they have been present for the discussion.

*It was discussed to encourage members to contact the Chair regarding their inability to attend a meeting.

Review of ProCom membership

*Voting members. Members of GFCBC who have qualified for voting membership on the ProCom.

*People (are they members) who have volunteered to take part in committee activities.

*People (are they members) who are on the ProCom mailing list.

*GFCBC members.

Set schedule of future meetings

*Wednesday, July 27; Monday, August 1; Wednesday, August 10; Wednesday, August 17. All at 7:00pm. It

was agreed these dates should be confirmed with Dot and that these dates are ok for her.

Assign duties

*As the result of a lengthy discussion the group identified three basic areas that could help the committee better perform its duties and function as a team by creating coordinators to assist in the daily and weekly tasks of ProCom and to expedite interfacing with other committees and members especially the program hosts.

ProCom recommends selecting by vote three Coordinators to perform the following:

*Network Coordinator - works on syndicated programs, reviews scheduling, and reports to the committee.

*Programming Coordinator - liaison between program hosts and ProCom.

*Communications Coordinator - insures all communications happen according to the agreed upon schedules and rules of the ProCom and Board of Directors.

Next meeting

*Identify priority items for the agenda.

*Carry over agenda items not covered.

*Review the Training Manual and identify corrections needed pertaining to the ProCom.

*Review the schedule.

*List current program hosts.

*List ready and waiting program hosts.

*Review the training lists and evaluate training needs on the studio schedule.

*Evaluate why anyone is being trained and certified who is not a member.

*Indemnification Forms (Martha)

*Develop a new 8.5x11 form that follows a program host through their membership, trainings, program hosting, volunteering, etc. (like a doctor's record).

MEETING ADJOURNED: 8:45pm (I'm not possitive)

Minutes provided by Martha Schmidt, July 22, 2005.