



Programming Committee Meeting Minutes August 10, 2005

Before the meeting started, Dorothy Read announced that she was resigning as the committee chair person. She agreed to chair the meeting.

Call to order

Attending:

Anna Bowler
Kristin Coates
David Liebtag
Linda Limoge
Dorothy Read
Martha Schmidt
Gary Smith
Melissa Underwood

Agenda adopted unchanged

Discussion of minutes of August 1 meeting was delayed until Martha arrived.

There was a brief discussion about training. It was suggested that trainers should tell trainees about the Program Coordinator.

There was a brief discussion about attendance and voting. Anna asked if she can vote and said that she did not know about the last meeting; she thought it was on Wednesday rather than Monday.

Agenda Item: Discuss Duties of Program Coordinator

We discussed the description of the Program Coordinator position that Gary provided at the last meeting. David moved that we accept the amended job description shown below:

On behalf of the Programming Committee, the Training Committee, the Program Coordinator interfaces with both the Program Hosts and the Traffic Coordinator for the purpose of maintaining and updating the program schedule.

- Communicate with Program Hosts in the scheduling of shows
- Ensure that all mandatory criteria are met before scheduling show
- Present show and schedule proposals to Programming Committee for discussion and approval
- Discuss with Program Hosts recommendations from the Programming Committee regarding their shows including but not limited to scheduling, content, and compliance with FCC and WOOL rules and regulations.
- Maintain up-to-date programming schedule
- Consult with webmaster to keep an online version of the schedule up-to-date
- Provide all show information to Programming Committee and webmaster
- Monitor email sent to programming@wool.fm for schedule changes.

Gary seconded the motion. The motion was accepted by a unanimous vote.

There was a brief discussion about music licensing. Kristin moved that we should submit to the board a suggestion that they figure out who will handle music licensing issues such as BMI and ASCAP contracts. Gary seconded the motion. The motion was accepted by a unanimous vote.

The meeting was briefly interrupted by a visit from a fellow from the New York Times. He said that he was working with kids from Kurn Hattin by taking them to photograph various sites around the area. He asked if he could bring a kid tomorrow to photograph the studio. Melinda spoke with him briefly.

Agenda Item: Discuss Duties of Traffic Coordinator

We discussed the description of the Traffic Coordinator position that Gary provided at the last meeting. Discussion items included how programs are identified, how much time the job would take, and wordsmithing on the job description. Gary moved that we accept the amended job description shown below:

On behalf of the Programming Committee, the Traffic Coordinator manages all content not presented by a Program Host.

- Identify content without program host which is appropriate for station play
- Arrange for all legal requirements of broadcast to be fulfilled, for example but not limited to FCC, copyright and licensing.
- Research availability, cost, and methodology for download into automation
- Coordinate with technical Committee for the download of program
- Prepare content for broadcast on WOOL
- Pursuant to Tech instructions, setup daily automation for downloaded or podcast content.

David seconded the motion. The motion was accepted by a unanimous vote.

Gary volunteered to be the Program Coordinator. David nominated Gary. Martha seconded the nomination. The nomination was accepted by a unanimous vote.

Dorothy asked if anyone volunteered or had a nomination for the position of Traffic Coordinator. No one volunteered or made any nominations.

There was discussion about the fact that although we have accepted we should have a Traffic Coordinator, Tony is still burdened with the actual work. Melinda, David, and Gary all agreed to offer to Tony that they would help in any way we can.

Agenda Item: Review and approve indemnification form

Not necessary since the board created a form.

Melinda needed to leave but made two points before she left:

Melinda felt the NY Times guy was a good opportunity for the station. She asked who was on the schedule tomorrow. She said she would work with Jim Baldwin who is schedule to be on the air from 1 to 3.

Melinda lobbied for a monthly, rather than weekly schedule. She said she has some friends who would like to do monthly shows. There was a discussion of the training schedule. There apparently are inconsistencies between the schedules that are available online and in the studio. Don told Gary that all training sessions are individually scheduled.

Agenda Item: Program Host Application Form

We reviewed the Program Host Application Form. David moved that we accept the form. Gary seconded the motion. The motion was accepted by a unanimous vote. Gary said he will work with Anneke to get forms filled out for, and signed by, all the hosts. The accepted form is attached below.

Agenda Item: Review and Approval of Minutes

We reviewed the minutes of the August 1 meeting. David moved that we accept the minutes with the following amendments:

We discussed, but did not resolve, questions regarding the term of committee positions, and how members are removed from committee positions.

Gary seconded the motion.

Discussion of the motion included two points:

We agreed we should maintain a folder in the studio containing master copies of meeting minutes. Martha gave David a master copy of the August 1 minutes.

We agreed that although the August 1 minutes said we would submit a suggestion to the board that they study underwriting, we didn't.

The motion was accepted by a unanimous vote.

Agenda Item: Report of Program Coordinator

The Program Coordinator, now Gary Smith, submitted his report. Martha moved that we accept the report. Gary seconded the motion. The motion was accepted by a unanimous vote. The report is attached.

Agenda Item: Discuss Preempting Shows

There was a discussion of preempting. Gary said that at the last meeting he had asked that we each bring to this meeting 5 criteria we felt would justify preempting a show; he suggested these criteria:

- Advance notice
- Community interest
- Live rather than prerecorded
- Volunteers are organized
- No other time slot is available

Dot suggested these ideas:

- Catastrophes
- Major civic events like a town anniversary
- Sporting events (such as Wade has said he wants to broadcast)

There was discussion of how the station might manage requests from non-members to have shows broadcast which would entail preempting.

There seemed to be general agreement that 60 days notice would be appropriate.

David moved that he would formulate a policy that summarizes the ideas presented by Gary and the rest of the group, including some examples of preempting. Gary seconded the motion. The motion was accepted by a unanimous vote.

Agenda Item: PSAs and PSA Policies

There was discussion of PSAs and the PSA and Community Calendar Policy. We reworded the policy document provided by Gary so that it is an Announcement Policy rather than a PSA and calendar policy. Martha moved that we accept the reworded policy. Gary seconded the motion. The motion was accepted by unanimous vote. The accepted WOOL Announcement Policy is attached.

Dorothy volunteered to be the Announcement person for now. She suggested, however, that everyone on the committee should know how to process announcement requests. She said she will send us the instructions she compiled a while ago.

Agenda Item: Underwriting

There was discussion of underwriting. Gary suggested we formulate a list of questions we can submit to the board which they should consider. The group came up with these questions so far:

- Do we accept underwriting?
- What, if any, restrictions are there on the content and length of underwriting announcements?
- Who gets the money, the station or the host?
- When and how often will underwriting announcements be broadcast?
- How much will underwriting cost?
- How will the station bill underwriters?
- Who will read underwriting announcements, program hosts?
- Will underwriting announcements be scheduled through automation?
- Who will review the content of underwriting announcements?
- Can hosts refuse to air underwriting announcements during their shows?
- Can hosts get their own underwriting?

The discussion included the idea that the station, and not program hosts, owns time slots. This fact may make it easier to rationalize difficult decisions regarding scheduling underwriting announcements.

Dorothy suggested that we spend the next week trying to think of questions specifically regarding how underwriting affects programming.

Agenda Items: New Business

Discussion of the Old Time Radio show: Dorothy will call Ezra. We wondered whether they want the show broadcast live or recorded for later broadcast. Kristin pointed out we need to find out whether there are copyright issues with broadcasting the show.

Discussion of Melinda Underwood as Traffic Coordinator: Melinda does not want to do it.

There was discussion of agenda formatting. The group requested that agendas are formatted with numbered items and sent as formatted files such as Word Doc or PDF rather than as Html email.

Gary nominated David as the committee chairperson. Martha seconded the nomination. The nomination was passed. Gary, Martha, and Kristin voting Aye. Dot and David not voting.

David proposed that we adjourn the meeting. Dorothy seconded the motion. The vote was unanimous.



Report from the Program Coordinator 10 August 2005

This is the activity to report this week.

A. Programming Changes

1. SCHEDULED Host: Alan D'amico and Doug Page Title: Country Christian: His Story Timeslot: Wednesday Noon-2:00pm Show Type: Gospel Music and Talk
2. SCHEDULED: Host: Luc Tomolonis Title: Groove with Something Timeslot: EXPANDED TO Thursday 4:00PM – 6:00 PM Show Type: Music
3. CANCELLED: Host: Maya Costley Title: Integral Everything Timeslot: Sunday 8:30pm-9:30pm Show Type: Talk/Music/Info.
4. SCHEDULED: Host: Tim & Ed Harty Title: TBA Timeslot: Shares with Windham Thursday 7:30pm - 11:00pm Show Type: Music (Phish Concerts)
5. CHANGED: Automated: Free Speech Radio News Time Weekdays 4:00-4:30pm. Chaged title of show to indicate what is REALLY playing in this slot. News is only 5 minutes long.

B. Newly Certified DJs

Patrick LeBlanc
Tim Harty
Ed Harty
Ken Auclair
Luise Light
Al D'amico
Doug Page
Luc Tomolonis
Martha Schmidt
Widd Schmidt

Soon to be certified:

Dagan Broad
Suzanne Groenewald
Melinda Underwood
Maya Costley
Kathryn Wright
Hayden Noyse

Awaiting completion:

Jessica Reeve
Craig Dibis

Charlie Hunter
Ezra Veitch
Chris Ferrara

C. Review of Training Lists

Training is happening on an individual basis. Currently there are two sessions (Session 1 and Session 2) scheduled for Thursday, 8/18 and Friday 8/19 at 7pm. There is also a Session 1 Training this Friday at 8pm.



PROGRAM HOST APPLICATION

DATE ISSUED

PERSONAL INFORMATION

Name	<input type="text"/>
Address	<input type="text"/>
City, State, ZIP	<input type="text"/>
Phone	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
Emergency Contact	<input type="text"/>

Are you 18 years old or older? yes no [circle one]

If you the answer above is no, have you submitted a signed
Parental Authorization Form? yes no [circle one]

Other Information

MEMBERSHIP INFORMATION

Member	yes no [circle one]
Member #	<input type="text"/>
Date Joined	<input type="text"/>
Date of Expiry	<input type="text"/>
Payment Amt.	<input type="text"/>
Authorized by	<input type="text"/>
Signature	<input type="text"/>

Comments

Membership Comments

TRAINING INFORMATION

Dates of Training	Month	Day	Year	Training Comments
Session 1 Date	/	/		
Session 2 Date	/	/		
Hands On Test	/	/		
Written Test	/	/		
Certification Date	/	/		
Certified By				
Signature				

PROGRAMMING INFORMATION

Member has signed Station Indemnification Form	yes	no	(attach signed form)			
Name of Show						
Type of Show						
Description for the WOOL website						
Recurring Show?				yes	no	[circle one]
Length of show					hours	
Preferred Timeslot(s)				Day	Hours (xx:xx - yy:yy)	
First Choice			Programming Comments			
Second Choice						
Third Choice						
Slots Approved						
Start Date						
Approved by						
Signature						



WOOL On Air Announcement Policy

WOOL provides an on air announcement service to the community. If you have an upcoming event or fundraiser that you would like to have announced, please review our policy for details. Your feedback on our announcement policy is encouraged and welcome.

WOOL reserves the right to review and refuse any announcement and is under no obligation to broadcast any information without the previous approval of the Programming Committee. WOOL assumes no liability for any action or omission that may result from the information aired.

Inclusion of an announcement will be on a space-available basis. Announcements will generally be limited to local and regional events sponsored by public (city, county, state) and not-for-profit organizations, and/or those that foster the arts.

Content should be direct and to the point with non-persuasive language. WOOL reserves the right to reword announcements.

Announcements may include:

- One-time events
- Public-sponsored events and not-for-profit fundraisers
- Art and entertainment events such as concerts
- Meetings
- Workshops, seminars
- Lessons and classes

Kindly submit items for on air announcement at least two weeks prior to the event.

We generally read two announcements in each broadcast hour and we may include them in a community calendar. The announcements are read in rotation for the two weeks prior to the event though special attention might be paid during shows with content relevant to a specific announcement.

Announcements for regularly occurring events may run on an ongoing basis.

Submit requests by email to news@wool.fm.

Submit requests by mail to:

WOOL
PO Box 110
Bellows Falls, VT 05101

Drop off requests at the station at 33 Bridge Street Bellows Falls.

Pre-recorded announcements may be uploaded directly to WOOL. The proper procedure for uploading announcements is available on the website at <http://www.wool.fm>. Pre-recorded announcements may be no longer than thirty seconds and are subject to the approval of the Programming Committee.

Requests are not accepted by telephone.

Submissions should include the following written information:

Date submitted
Name of the event sponsor
Name of the event
Date the event takes place
Time the event takes place
Location of the event
Phone number for additional information