

Draft Minutes of the August 31, 2005 **Programming Committee Meeting**

Call to order

Attending: (Members eligible to vote are identified with asterisks)

Kristin Coates *
David Liebttag *
Dorothy Read *
Gary Smith *
Melinda Underwood

The following agenda additions were requested before the meeting:

- Review Dorothy's instructions to non-members for writing an announcement
- Discuss whether hosts should deal with phone messages
- Discuss the recent complaint
- Discuss distribution of printed schedules
- Discuss the message board

Agenda Item: Review minutes of August 24 meeting

Several amendments were requested. The minutes were accepted with 3 Ayes and 1 abstain

Agenda Item: Programming Coordinator Report



We discussed Kindle Farm. Dorothy made the following motion:

The Programming Committee will recommend to the board that we allow Kindle Farm to pay \$200 for memberships for 4 adults and 10 students per year. The students may alternate. The adults need to be trained first. All students must go through training. There will be no more than 2 students per adult supervisor at training or in the studio.

Gary seconded the motion. It passed with 4 Ayes.

Gary moved that we accept his report. Dorothy seconded the motion. It passed with 4 Ayes.

Agenda Item: New Combination

David and Kristen reported their results with calling hosts. Gary noted them. Gary reports that the problem seems to be resolved; people are not calling and complaining their locked out.

Agenda Item: Vacations and Illnesses

We agreed that the three steps we discussed in the previous meeting are correct:

1. Host should find a replacement host
2. Host can preproduce show with evergreen announcements
3. Automation is a last resort

We agreed that hosts must turn on automation at the end of their show.

We agreed that hosts should call the Programming Coordinator if they will be unable to do their show because they are sick.

Gary said he would include these suggestions in the next memo to hosts.

Agenda Item: Pacifica

Melinda requested that we postpone the discussion.

David said that he plans to meet with Tony and learn how to run automation. Melinda and Gary asked to be included in that meeting.

Agenda Item: Hosts broadcasting during unscheduled time

David moved that we do not allow hosts to broadcast during unscheduled time. Kristin seconded the motion. The motion passed with 4 Ayes.

Agenda Item: The Marantz recorder

Gary said he would tell the hosts, in the next memo to hosts, that they must return the Marantz when they are done with it.

Melinda asked if we could get headphones to go with the Marantz.

Gary said he would inform the tech committee they should manage the Marantz.

Note: Gary said the forms are on the web site.

Agenda Item: Tune-In Cards

We agreed this is a subject for the PR committee. Melinda will bring it to them.

Agenda Item: Distribution of Printed Schedules

Gary said the schedule is still too flexible. He said we would be ready in 1-2 months. Melinda said she would like to see schedules distributed by November 1.

We agreed this is a subject for the PR committee. Melinda will bring it to them.

Agenda Item: Meeting of all program hosts

Gary said he would like a meeting every 2 months to build community. We agreed to have the first meeting on September 26. Gary said he would take care of arranging it.

New Agenda Item: Announcement Policy

Dorothy moved that we add the following sentence to the announcement policy before the paragraph about requests by telephone:

Announcements are not broadcast until approved by the Programming Committee or its designee.

David seconded the motion. It passed with 4 Ayes.

Agenda Item: DJs should answer phone messages

We agreed that hosts should check the phone mail. Gary will put it in the next memo to hosts.

Agenda Item: Recent complaint

Gary played a recording of a section of the show that he identified as offensive. We agreed that David would write a letter and send it to the meeting attendees for approval. We agree that talk show hosts should read the station disclaimer announcement at the beginnings and ends of their shows.

Gary moved we adjourn. Dorothy seconded the motion