

**PROGRAMMING COMMITTEE (ProCom) MEETING - WOOL - GFCBC
DRAFT MINUTES - TUESDAY, JULY 26, 2005**

AGENDA: *Attach a copy used at the meeting.*

CALL TO ORDER: 7:05pm by Dot Read

ATTENDING: Dot Read*, Gary Smith*, Kristin Coates*, Martha Schmidt*, David Leibtag, Linda Limoges (arrived a few minutes late due to working in the station, had to leave around 8:30pm due to daughter needing to get home - declared her intention to join ProCom) Note: Anna Bowler called and was unable to attend due to illness. *Indicates voting ProCom member.

MINUTES:

MOTION: to accept the Minutes of July 5: MOVED by Martha, seconded by Gary. **APPROVED.**

MOTION: to accept the Minutes of July 12: MOVED by Martha, seconded by Gary. **APPROVED.**

MOTION: to accept the Minutes of July 18: MOVED by Martha, seconded by Gary.

APPROVED: 3 Ayes; 1 Nay.

DISCUSSION (30 minutes):

DOT: goes on record as being really insulted by the actions taken at the meeting of July 18 and considered it really rude. She had previous commitments on July 18 that made it impossible for her to attend the meeting and insists she never misses meetings. She wanted to be there. Her (the Chair's) tasks were taken away.

GARY: In the chair's absence at the meeting of July 18 the committee followed the agenda set by the chair and reviewed the duties of the committee.

DAVID: volunteered to help out on the communications which is a big job. (He) wanted to be helpful. He expressed regret if he handled his assistance poorly. Email has no inflections.

GARY: we didn't think Dot would be insulted.

DOT: once again goes on record as being insulted by the actions of the committee in the meeting of July 18 and is very unhappy. She asks for an apology.

MARTHA: the purpose of the proposals was to assist the committee to move forward so it may function more effectively.

OLD BUSINESS:

DOT: would like a review of the Committee Organization per the Minutes of July 18 and in the Agenda of July 26 under Committee Administration.

DAVID: Reviewed tasks for station manager in the Training Manual.

GARY: Since we don't have a station manager someone needs to handle these tasks as stated in the Manual.

REVIEW OF MANUAL AND REASSIGNMENT OF ACCOUNTABLE POSITIONS PER TASK:

1. Corrective Action, p#10 - Chair of the ProCom.
2. Giveaways/Contests, p#11 - Chair of the ProCom who brings to the ProCom.
3. Grievances, p#11 - Chair of the ProCom.
Should be a clear procedure. Send to Policy Committee. Note: Valley Free Radio's Committee.
4. Theft/Vandalism, p#13 - Chair of the ProCom.
If there has been a crime it goes to the Board. If not a crime referred to ProCom.
Broken or defective equipment goes to the Technical Committee (TechCom).
5. Underwriting, p#13 - Chair of Fundraising, ProCom, Policy.
Review each circumstance. Send to Policy Committee who sends back to ProCom.
If the underwriting is In support of Wool - on air acknowledgement (Dot).
Could go to ProCom or to Policy. (This is confusing. Should be revisited. ms)
Two types of underwriting: a) Underwriting as an individual; b) Underwriting for GFCBC.
6. Equipment Care, p#14 - (delete) Chair of the ProCom. Change to TechCom/Chief Engineer.
7. Live Announcement Language, p#15 - Chair of ProCom.
8. Controls/Output Levels, p#24 - delete Chair of ProCom; Change to Chair, TechCom.
9. On-Air Telephone Conversations/Call in programs, p#15- Mistakes and questions go to ProCom
Complaints go to Chair of ProCom.

FOR THE PURPOSE OF CLARIFICATION REGARDING THE TRAINING MANUAL

1. Content will be referred to the ProCom.
2. Technical will be referred to the TechCom.
3. The Training Committee will refer comments and training issues to the ProCom.
4. The Training Manuals be assigned to trainees and returned unless otherwise arranged with the Chair of the Training Committee. The manuals currently cost at least \$6 per manual. It is recommended after the Manual update, two sided pages are prepared for the Manual.
5. Forms, policies, and areas to be identified by the ProCom will be referred to the Policy Committee.
6. All actions taken, procedural changes, reports of ProCom activities will be reported to the Board of the GFCBC. When necessary, items will be referred to the Board for action.

**BECOMING A PROGRAM HOST on WOOL Ip 100.1fm Black Sheep Radio
THE PROCESS:**

1. Must be a member in good standing.
2. Sign up for the Basic Training Sessions; pass the hands-on and written tests.
3. Fill out a PROGRAM HOST APPLICATION - to replace the program cards previously used.
4. Submit application to the ProCom for review, approval, and scheduling.
5. Work with the Program Coordinator.

PROGRAMMING COMMITTEE POSITIONS

CHAIR

Has the ultimate responsibility for all committee activities and actions.

DUTIES:

1. Liaison to the Board and other committees.
2. Call and schedule ProCom meetings.
3. Prepare Agenda.
4. Prepare a PSA announcing the meeting at least one week in advance of the ProCom meeting.
5. Maintain record of non-monetary donations to the committee including time.
6. Handles reports of thefts.
7. Handles questions regarding proper language.
8. Handles questions about program complaints.
9. Monitors activities of committee members and takes action if necessary.

MOTION: to create three positions for the ProCom Committee. MOVED, Martha; Second, Gary.

APPROVED: 3 Ayes, 1 Nay Four voting members present.

1. COMMUNICATIONS COORDINATOR

2. PROGRAM COORDINATOR

3. TRAFFIC COORDINATOR

It was determined that each job should have a short (one sentence) description. Gary volunteered to draft these.

COMMUNICATIONS COORDINATOR - DUTIES

1. Distribute meeting schedules.
2. Send meeting notices at least 1 week prior to the meeting. Including non-email notification when necessary. Notice should include: Requests for agenda items for the Chair's consideration; invitation to all member of WOOL; instructions for non-members to contact the chair; instructions for committee members to give notice if they will be unable to attend.
3. Distribute Minutes of the previous meeting. They should be received by the Chair and Programming Coordinator within 3 days following the meeting. *Martha agreed to continue to take minutes and to send them to the Chair and the Communications Coordinator. The unamended minutes will be reviewed at the next meeting and amended as necessary. Amendments will be appended to the end of the minutes.*
4. Ensure the timely flow of information. Including receiving documents for distribution in a timely manner; follow the schedules for information flow as set up by the ProCom.
5. Coordinate meeting announcements and PSAs.
6. Keep station calendar listings for ProCom posted; ensure the web site is up-to-date on ProCom

information.

MOTION: to accept the duties as listed for the Communications Coordinator.

MOVED: Martha; seconded, Gary

APPROVED: 3 Ayes;

MOTION: to accept the descriptions for Traffic Coordinator and Program Coordinator.

MOVED: Martha; seconded, Gary

DISCUSSION: Motion Withdrawn and Tabled for the next meeting.

OTHER BUSINESS:

PSAs :

1. Dot presented "Non-Rofit Organizations for PSAs"
Identifies entities and groups who would be appropriate for PSAs. Presents questions about other groups.
2. Dot presented "Writing a Public Service Announcement" with guidelines.
These two documents should be appended to the Minutes.
3. Gary discussed PSA policies from KVMR in Novato, California. They sounded like a good template for review. Gary will call KVMR. This should go to the Policy Committee.

PROGRAMMING:

1. Reviewed schedule and requests for programming time slots or changes.
2. Reviewed the schedule to ensure there would be on-going time for trainings.
3. Reviewed the list of trainees. Who are certified; who still needed additional steps prior to receiving certification; who needed to pay their membership dues.
4. Revise list to reflect the recent certifications.
5. Review the Program Host Application Form. This will be used to track a Host's involvement at WOOL.
6. Indemnification Form. Martha is working on it. It MUST be done as it is a priority. To be filled out by all program hosts prior to broadcasting their shows.
7. The Parental Authorization Letter is done. The committee should review for approval.
8. Tony Elliott explained the traffic control required for downloading and programming network programs. He is currently scheduling: "Democracy Now"; "Flash Points" (often late); "Free Speech Radio News"; Pacifica News, estimated 4.5 minutes, NOON, 1:00pm or 2:00pm.
Coming soon: Spanish speaking news.

NEXT MEETING:

1. Carry over agenda items not completed.
2. Programming Coordinator.
3. Traffic Coordinator.
4. WOOL and the Schools
5. PSAs and Policies

Reminder of Rockingham Old Home Days. Is anything scheduled? Call PR.

NEXT MEETING: Monday, August 1, 2005

MOTION: to adjourn.

MEETING ADJOURNED: by consensus. 10:00pm.

Minutes submitted by Martha Schmidt
July 30, 2005

Agenda for July 26 Programming Committee Meeting

Meeting Administration

Read and accept minutes of last meeting

Attendance

Identify priority items for the agenda.

Committee Administration

Review committee membership

Review voting rules: submit to board for approval?

Discuss delegation of duties

Chairperson

Identify duties mentioned in training manual which should be assigned to other committees

Maintain record of donated time

Chairman as de facto station manager

Set schedule of future meetings

Chairperson position: elected? appointed? term?

Other duties?

Communications Coordinator

Coordinate meeting schedules

Send meeting announcement notices at least one week before including request

Announcement should include request for agenda proposals

(Martha, I know that you identified something I should have included in the announcement but I can't remember what it was.)

Coordinate meeting announcement PSAs

Receive agenda proposals and distribute agenda at least 3 business days before meeting

Distribute meeting minutes

Other duties?

Network Coordinator

Focal point for submission of requests for network programs

Research availability of network programs

Submission of information to program coordinator

Other duties?

Other Roles?

Discuss process for assigning roles and delegating tasks to members

How do we proceed if they are not accomplished in an acceptable and timely fashion?

Programming Schedule

Review current schedule including list of current program hosts

Review list of 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 form that follows a program host through their membership, trainings, program hosting, volunteering, etc.

Date to post programming and schedule for updates

Allot slots for training

Preempting shows

Group sessions and scheduling. Do we need to know who is on the air?

Visitor log

Programming log

Ideas for new programs. Rick Brown's Jarful of Stories? (CDs to present)

WOOL and the Schools

Compass School: Tony made contact after Gary's discussions with Anna Bowler Update from Tony?

Kindle Farm: Gary made contact with Bob Bursky. Recommendation for timeslot for Kindle Farm Kids?

Public schools - Is there a contact? If not, who could fill this role?

Discussion of Youth Policy...Bursky is happy to come talk to us about Kindle Farm Youth Policy, insurance, etc.

PSAs and Policies

Should we recommend adopting one similar to the one Gary circulated? (see attached)

Not-for-profit status definition for memo to Policy Committee. Farmer's Market? RAMP shows, etc.

Are there any new PSAs? Has there been anything reviewed? Examples of PSAs from Dot as per recent meeting.

Audio PSAs? What's the policy now? Melinda has submitted some? Are they approved?

PSAs should be submitted to news@wool.fm?

Underwriting

Length of Underwriting segments. Is programming setting the cap in time or number of words?

Memo to Fundraising & Policy Committees

Programs we believe might attract underwriting

Recommendation for Policy Committee to develop underwriting policy immediately

Discussion of Programming vis-a-vis underwriting policy...what regulatory policy are we requesting