

PROGRAMMING COMMITTEE
Monday, December 14th, 2021

Meeting Minutes

Agenda

- Standard Check-In
- Staff Reports
- Committee Needs
- Action Items - Follow-Up
 - Adding Committee Members
 - Music Volunteer Member
 - Replacing Lacinda
 - Request notetaker/secretary role
 - Two Subcommittees
 - Listener Data Analysis
 - Show Pitch Process
 - Subcommittee Mission & Purpose
 - Programming Committee Compliance

 2021.12.13 PC-Agenda.pdf

ACTION ITEMS:

1. Next Meeting: Monday, Jan. 10th, 2022
2. Kai will assume role as Programming Committee Co-Chair, alongside Hugh Wing
3. Sybil to look for any Music representatives for the committee
4. Show Pitch Process Subcommittee to review Show Pitch form for 2022 and present edits for clarity/succinctness
5. Reviewing Annual Renewal forms to discuss at next meeting, possibility to update for 2022

News Report:

 News Talk Report to PC - December 2021.pdf

Music Report:

 Music Director's Report to the PC - Dec 2021.pdf

I. Standard Check-In

- A. Meeting begins @4:05PM Central Time
- B. Members Present:
 - 1. Hugh
 - 2. Michael
 - 3. Chali
 - 4. James
 - 5. Sabi
 - 6. Sybil
 - 7. Kai
- C. Members Not Present:
 - 1. Rosie Rey
- D. Board report
 - 1. Kai not present for report
 - 2. Later Kai had nothing to report
- E. Our next meeting is scheduled for Monday, Jan. 10th, 2022
- F. Membership
 - 1. Lacinda retired from committee
 - a) Suggested to recruit replacement for her spot
 - (1) Sybil: Since we still do have the minimum required number of committee members, we don't need to replace her/ But the committee decided we want to have as many people on board as we can to share the work.
 - 2. Music representative volunteer for PC
 - a) What's preventing music volunteers from participating?
 - 3. Michael: We should actively focus on volunteer pool growth initiative even when no seats are available immediately
 - a) Sybil & Chali prefer response to PC volunteer interest (leads) sooner rather than later
 - b) Hugh: Recommends updating website to more prominently promote PC volunteer
 - c) Jim will provide phrasing for Chali to place a PC request for applicants to apply. Unsure if it is wise to get applicants and keep them "on file".

G. Programming Committee Chair Role

1. Hugh needs to take a step back with job duties & home projects
2. Kai inquired about role, uncertain about rules
 - a) Sybil checked in the charter and there isn't anything in it preventing a Board member from chairing the committee

II. Staff Reports

A. Chali's Report Highlights:

* *12/13/2021 Email report given.*

1. Access hour guest hosts can have a lasting downstream impact on ability to obtain new volunteers for other areas
2. Recruiting volunteers for Madison Book Beat and Friday Buzz

B. Sybil's Report

* *Verbal report given.*

1. We need a music representative for PC
 - a) wanted to recruit BIPOC member for representation, but at this point we'll just try to get the music rep from anyone that wants to join
 - b) doesn't need to be a full time commitment
2. Volunteers could maybe have a Spinitron chat option
3. Would like all music volunteers to have a WORT FM email
 - a) Some members are actively/passively resisting that
4. Some volunteers aren't reading the newsletters, so they are missing out on key announcements
 - a) How do we make sure we get that information to all hosts?
5. Silver Lining Award - from Friends of Madison Arts Commission
<https://www.friendsofmadisonarts.org/silverlining.html>
 - a) Sybil to submit on behalf of WORT FM

III. Committee Needs

A. Co-Chair Role

1. **ACTION ITEM:** Kai will assume role as Programming Committee Co-Chair, alongside Hugh Wing
 - Motion from James to appoint Kai as the new Programming Committee Co-Chair alongside Hugh.
 - Seconded by Michael.
 - Motion passes.

B. PC Secretary Role

1. Who will take over? Kai will not be able to manage the meeting as effectively if always taking notes.
 - a) Chali: suggestion to have a rotating

IV. Action Items - Follow-Up

A. Listener Data Analysis (Michael)

1. Notion as a platform for publishing
2. Updating Information Rubric
 - a) What will the new one look like?

B. Show Pitch Process (James)

1. Draft Mission/Scope Statements
 - a) Mission: Researches, critiques, develops and implements programming ideas for evaluation by the PC.
 - b) Scope: The scope of this subcommittee is having a system and structure to assess a program proposal according to the Mission Statement* of the Station and present it to the PC.
2. **ACTION ITEM:** Review Show Pitch form and edit for clarity/succinctness
 - a) Using information from other PC framework documents:
 - (1) "PC Decision-Making Flow Chart"
 - (2) "So You Want to Do a Show?"
3. Reviewing Time Slots
 - a) Jim suggested taking a 30-60 min "audition slot" from the 2-5pm slots for new hosts to have
 - b) Do we want to have "open audition" slots?
 - c) Point from Hugh: Volunteers and programmers are committed to having their shows, so we have to consider that
 - d) Sybil: Listeners like consistency and want to know what to expect. It would be odd to have one day a week with a 2 hour jazz show as opposed to 3 hours the rest of the week. Which one do we decide to cut?
 - e) Point from Chali & Sybil: Would every host see a time cut due to a music host audition as a "punishment" or would they welcome the opportunity?

- f) Point from Chali: Cutting "Letters and Politics" would lead to some blowback
- g) Are we seeking to replace programming , bc some shows are flagging from the 7-8pm timeslot
 - (1) Her Turn
 - (2) Perpetual Notion Machine
 - (3) Queery
 - (4) World View
- h) Michael: a blanket "check-in" email where people review and share their thoughts on their show
- i) Sybil: Is there a set deadline for "recycled content" or "missed programming" so we have a built-in follow-up system ?
- j) Improving the quality and commitment for programming
 - (1) Chali: pre-empts programming, like "Out in the Bay"
 - (2) Financial resources provided by budget
 - (3) Recruiting people is the solution - but that only goes so far
- k) Chali on Volunteer producers
 - (1) volunteer position, exploring the idea of having paid ones or a more set infrastructure for the Buzz

4. Annual Renewal Forms

- a) We still need to review the 2020 Annual Renewal form
- b) Some members expressed that it would feel like a waste if we don't do anything with it
- c) Collectives: Does every single member fill it out? Only one member as a "leader" for the program?
- d) **ACTION ITEM:** Reviewing PC Annual Renewal Forms, discussing at next meeting, with possibility for creating/updating for 2022
- e) Kai: Publish our PC concerns on the volunteer newsletter
- f) programming review form - a chance to let the hosts know what they need
- g) Michael: Going forward with new form - we can already start addressing host's concerns from our previous forms
 - (1) Are there potentially two forms with separate interests to include?
 - (2) Kai: presenting the form as a "packet" with separate sections vs. two documents

V. Meeting Adjourn

- A. Chali moved to adjourn the meeting.
- B. James seconded.
- C. Motion passes.