

## **Minutes of the KPFK Local Station Board Meeting of 06/10/06**

A regular meeting of the KPFK Local Station Board was held on Saturday, June 10, 2006 at the Echo Park United Methodist Church, 1226 Alvarado Street, Los Angeles, CA 90026, the Chair being in the chair and the Secretary being present. Minutes of the meeting of April 15, 2006 were approved.

**19 members were present** constituting a quorum: Grace Aaron, Rodrigo Argueta (leaves at 2:23pm), Lydia Brazon, Israel Feuer, Bill Gallegos (leaves at 3:26pm), Sherna Gluck, Jan Goodman, Terry Goodman, Kimberly King, Sonali Kolhatkar (leaves at 12:21pm), Casey McFall (arrives at 1:12), Alan Minsky, Reza Pour, Margaret Prescod (leaves at 1:07pm), Madeleine Schwab (arrives at 1:46), Fernando Velazquez, Harrison Weil, Don White and Lamont Yeakey.

**Also present:** General Manager Eva Georgia and Secretary Carol Nealy.

**Five members were excused**, having requested excuses prior to the meeting: Dave Adelson, Sara Amir, Marie Deary, Arturo Lemus and Julie C. Rodriguez.

**Authority and Notice:** This meeting was authorized by the LSB adoption of a regular meeting schedule at a special meeting on March 15, 2006. The annual schedule was subsequently posted on the KPFK web site. Specific notice was posted on the KPFK web site beginning on May 29, 2006. (See Appendix A). Announcements were broadcast beginning 7 days before the meeting, pursuant to the schedule recommended in the Foundation Bylaws.

I. CALL TO ORDER, CALL OF THE ROLL, WELCOME & ACKNOWLEDGEMENTS, REVIEW AND APPROVAL OF THE AGENDA, APPROVAL OF MINUTES, MOTION FOR EXCUSED ABSENCES

The meeting was **called to order** at 12:01pm.

The Agenda was amended and **approved**. (See Appendix B)

Public comments were heard from several Spanish language programmers, beginning with Augustine Sabada.

**Motion:** Terry Goodman moved that the Minutes of the April 15, 2006 Minutes be approved as corrected.

**Motion passes:** Y: 11, N:0, A:4

**Motion:** Jan Goodman moved that the following members be excused: Dave Adelson, Sara Amir, Marie Deary, Arturo Lemus, Casey McFall, Julie C. Rodriguez, Madeleine Schwab.

**Motion passes** without objection.

II. COMMENTS BY THE CHAIR - None

III. COMMITTEE REPORTS

[A] MANAGEMENT REVIEW & EVALUATION COMMITTEE 12:27pm

Sherna Gluck **gave** a verbal report and distributed a written report. (See Appendix C).

**Motion:** The Management Review and Evaluation Committee moved (as amended on the motions of Terry Goodman and Lydia Brazon):

[Resolved that] by August 1, 2006, the General Manager shall submit a self-evaluation to the Management Review Committee for its consideration in their report.

[Further resolved] that the regularly scheduled LSB meeting of 8/12 include an Executive Session of at least 3 hours during which the LSB will complete its current (1/1/2005 to 5/31/06) evaluation of the GM and that the following process be followed:

1. The Management Review Committee will present its report and the data on which it is based. No motions should be entertained during this portion of the meeting.
2. Following the presentation, the GM will be invited to meet with the LSB for one hour to discuss the report (which will have been hand-delivered to her at least two days in advance).
3. Following the discussion with the GM, the chair will entertain motions to adopt the report, and the LSB will formally adopt whatever amended report results from the discussion.

**Motion passes** as amended: Y:13, N:1, A:1

[B] GOVERNANCE COMMITTEE 1:00pm

Don White **gave** a verbal report and distributed a written report. [See Appendix D]

**Motion:** The Governance Committee presented the following motion:

**Resolved:** That KPFK management shall arrange that all staff paid and unpaid and all LSB members receive annual sexual harassment training. This training shall be budgeted in an ongoing manner and should be done as a requirement of employment by all in-coming staff, both paid and unpaid and by in-coming LSB members. Further, the LSB strongly recommends that this training be done on-line to avoid excessive logistical problems in implementation, and to assure documentation. On-line training does not

preclude additional in-person training. Implementation of this motion will be expected to have been accomplished by December 2006 at the latest.

**Motion passes:** Y:13, N:0, A:2

**Motion:** The Governance Committee presented the following motion (as amended):

On-line training shall be made available to volunteers.

**Motion passes:** Y:11, N:1, A:2

**Motion:** The Governance Committee presented the following motion:

The LSB requests that the PNB pass a policy that the KPFK LSB shall be informed in executive session of all imminent legal action and/or actual suits against Pacifica that relate to KPFK.

**Motion passes:** Y:12, N:1, A:0

**Motion:** The Governance Committee presented the following motion:

The KPFK LSB shall on an on-going basis, in closed session, review any plausible allegations or verifiable reports of financial impropriety related to the station and, if necessary, appoint a contingent of LSB members to investigate such charges with confidentiality and then report back to the board with its findings.

**Motion failed** by substitution.

**Motion:** Casey McFall presents the following substitute motion:

The LSB members of the KPFK Finance Committee shall investigate any plausible allegations of financial impropriety and report all findings to the LSB in Executive session. Any LSB member may initiate this process by notifying a Finance Committee member.

Public Comment was heard.

**Motion substituted:** Y:10, N:3, A:2

**Substitute motion passes:** Y:9, N:4, A:2

**Point of order** from Don White and Jan Goodman, that agreement to substitute is not approval of the substitute motion, which must be separately voted upon.

**Well taken.**

**Point of order** from Terry Goodman, asserting that the motion adopted earlier that the LSB be informed in executive session would, if adopted by the PNB, prohibit the ED from notifying LSB members of imminent legal action by other means (as may be legally required) and so creates a continuing breach, should be ruled null and void, and the language repaired.

**Not well taken.** The required confidentiality is best served by limiting such notifications to LSB executive sessions.

**Appeal** by Terry Goodman

**Ruling of the chair sustained:** Y:8, N:5, A:3

**Motion:** The Governance Committee presented the following motion:

The LSB shall provide to the GM the precise wording of all motions that require station action with dates for implementation. Within one month (or other reasonable specified period) preceding an implementation date, the GM shall respond in writing on the status of implementation, with recommendations, if desired, for modifying the motion. If the LSB determines that the GM refuses to comply with a motion, the LSB may file a statement of non-compliance with the KPFK LSB Management Review Committee and the Pacifica ED.

**Motion tabled** upon expiration of allotted time.

**Motion:** Lydia Brazon moves that this motion be referred to the Governance committee to create a mechanism by the next meeting, which ensures that all motions are in compliance.

**Motion fails:** Y:6, N:7, A:2

**Motion:** Harrison Weil presents the following substitute motion:

The LSB shall provide to the responsible party the precise wording of all motions that require station action with dates for implementation. Within one month (or other reasonable specified period) preceding an implementation date, the responsible party shall respond in writing on the status of implementation, with recommendations, if desired, for modifying the motion. If the LSB determines that the responsible party has not complied, the LSB may file a statement of non-compliance with the KPFK LSB Management Review Committee and the Pacifica ED. The responsible party shall have the opportunity to respond to the claim of noncompliance.

**Substitute tabled** with main motion upon expiration of allotted time.

**Motion:** Sherna Gluck moves that there be a last five minute extension of time and that the motion be tabled if not disposed of within the allotted time, as extended.

**Motion passes:** Y:11

(Tally interrupted, ruled passed by Chair, without objection.)

[C] PROGRAMMING OVERSIGHT COMMITTEE 2:13pm

Sherna Gluck **gave** a verbal report and distributed a written report.

**Motion:** The Programming Oversight Committee presented the following motion:

*Move* that LSB reconsider the previous motion for quarterly LSB reports to the listener (with brief monthly reports coordinated with management, program council and staff reports).

**Motion passes:** Y:11, N:3, A:1 (notice was given)

**Point of order:** Eva Georgia objected to the unauthorized distribution of private email by an LSB Member recognized to speak at the meeting.

**Well taken.** The member is out of order, as the issue is not properly before the assembly as an agenda item.

**Point of order:** Sherna Gluck suggested there may be legal liability if the message distributed was stolen.

**Not well taken.** The question is out of order, as the issue is not properly before the assembly as an agenda item

Rodrigo Argueta Vargas **left** the meeting at approximately 2:20pm, in protest of the way Spanish Language programmers have been treated at the station.

[D] COMMITTEE OF INCLUSION 2:38pm

Bill Gallegos **gave** a verbal report and distributed a Draft Proposal for a KPFK Apprenticeship Training Program. (See Appendix E)

[E] OUTREACH COMMITTEE

No report.

[F] TOWN HALL MEETING 2:54pm

Kimberly King **gave** a verbal report. August 19, 2006 is the date set for the next Town Hall meeting. The next Ad-hoc Town Hall Committee meeting will be on Thursday, June 22<sup>nd</sup> from 5pm 7pm at the station.

[G] FINANCE COMMITTEE 3:00pm

Casey McFall **gave** a verbal report.

Madeleine Schwab **gave notice** that the next Finance Committee meeting is scheduled for Monday, July 3<sup>rd</sup> at 7:30pm at the station.

III-B SCHEDULING A SPECIAL MEETING

As the closed session adjourned to a time and location to be determined by the Chair, the Chair asked the body to provide scheduling guidance, and there was general discussion of possible dates.

**Motion:** Don White moves that the LSB continue its adjourned closed session on Thursday, June 15<sup>th</sup>.

**Motion passes:** Y:8, N:2, A:0

**Motion:** Don White moves that the LSB schedule its June 15th adjourned meeting to be at the Peace Center beginning at 6:30pm.

**Motion passes:** Y:11, N:0, A:2

IV. REPORT BY THE GENERAL MANAGER 3:39pm

Eva Georgia **gave** a verbal report and distributed a written report. The GM addressed questions from the members of the LSB.

VI. PACIFICA NATIONAL BOARD / DIRECTORS' REPORT 3:56pm

Don White **gave** a verbal report.

Public Comment was heard. 4:11pm

NOTICE: Terry Goodman renewed his **notice** of a motion to rescind a motion previously adopted, which was on the agenda as new business, but postponed.

The meeting was **adjourned** at 4:14pm

Respectfully submitted,

Carol L. Nealy

KPFK LSB Secretary

These minutes were approved on 7/05/06.

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APPENDIX A Meeting Notice

An executive session of the KPFK Local Station Board (LSB) is scheduled for Saturday, June 10, 2006 at 10 am at the Echo Park United Methodist Church, 1226 North Alvarado St., Los Angeles, CA 90026. The church is in the Echo Park neighborhood one long block north of Sunset

Blvd., at Reservoir. For driving directions, enter starting and ending addresses and zip codes at <http://www.mapquest.com>.

A regular session of the LSB will begin immediately following the closed session at approximately 11 am and will be open to the public.

The 2006 KPFK LSB meeting calendar and membership roster is online at [http://www.kpfk.org/index.php?option=com\\_content&task=view&id=362&Itemid=100](http://www.kpfk.org/index.php?option=com_content&task=view&id=362&Itemid=100).

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#### APPENDIX B Agenda

- I: Call to Order, Call of the Roll, Welcome & Acknowledgements, Review and Approval of the Agenda, Approval of Minutes, Motion for Excused Absences [8 minutes]
- II: Comments By The Chair [2 minutes]
- III: Committee Reports: [A] Management Review & Evaluation (30 minutes) [B] Finance/Development (15 minutes) [C] Governance (30 minutes) [D] Programming Oversight (15 minutes) [E] Outreach (10 minutes) [F] Committee Of Inclusion (15 minutes) [Total: 1 hour 55 minutes.]
- IV. Report by the General Manager [15 minutes]
- V. Discussion of the Budget [30 minutes]
- VI. Public Comment [10 minutes]
- VII. Break [30 minutes]
- VIII. Pacific National Board/Directors' Report [15 minutes]
  
- IX. Old Business [5 minutes]
- X. New Business [10 minutes] Terry Goodman will present two motions.
- XI. Public Comment [10 minutes]
- XII. Next Meeting/Adjournment [3 minutes]

(Consistent with Board Policy the Chair will call for Public Comment at various points in the agenda. Any unused portion of the 30 minutes assigned to Public Comment will be used in Agenda Item XI.)

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#### APPENDIX C MRC Report

[Note: Because of the timing of the ED evaluation of the GM, we have a very tight time line if we want to ensure that the LSB evaluation is incorporated in his report. Accordingly, the MRC recommends the following process.]

Moved that the regularly scheduled LSB meeting of 8/12 be devoted exclusively to an Executive Session of at least 3 hours during which the LSB will complete its current (1/1/2005 to 5/31/06) evaluation of the GM and that the following process be followed:

1. The Management Review Committee will present its report and the data on which it is based. No motions should be entertained during this portion of the meeting.
2. Following the presentation, the GM will be invited to meet with the LSB for one hour to discuss the report (which will have been hand delivered to her at least two days in advance).
3. Following the discussion with the GM, the chair will entertain motions to adopt the report, and the LSB will formally adopt whatever amended report results from the discussion.

NOTE: Although the committee decided not to present the subsequent process in a formal motion, we felt that the amended report should be transmitted immediately to the GM, and that it not be submitted to the ED for a 5(working) day period before submitting our final report to the ED, thus providing the GM the opportunity to prepare her response to forward to him. We would hope that she would

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#### APPENDIX D Governance Report

##### **Report of the KPFK LSB Governance Committee Draft June 10, 2006**

The Governance Committee met Friday, June 9, 2006 at the Peace Center. Present were committee members Grace Aaron, Lydia Brazon, Israel Feuer, Leslie Radford, Jack VanAken, Don White, Roger Zimmerman. The five motions which follow were approved for presentation to the LSB.

MOTION: Resolved that KPFK management shall arrange that all staff paid and unpaid and all LSB members receive annual sexual harassment training. This training shall be budgeted in an ongoing manner and should be done as a requirement of employment by all in-coming staff, both paid and unpaid and by in-coming LSB members. Further, the LSB strongly recommends that this training be done on-line to avoid

excessive logistical problems in implementation, and to assure documentation. On-line training does not preclude additional in-person training. Implementation of this motion will be expected to have been accomplished by December 2006 at the latest.

Y: 6, N: 0, A: 1 12:28 PM

MOTION: On-line training shall be made available to volunteers.

Y: 4, N: 0, A: 3

MOTION: The LSB requests that the PNB pass a policy that the KPFK LSB shall be informed of all imminent legal action and/or actual suits against Pacifica that relate to KPFK.

Y: 6, N: 0, A: 1

MOTION: The KPFK LSB shall on an on-going basis, in closed session, review any plausible allegations or verifiable reports of financial impropriety related to the station and, if necessary, appoint a contingent of LSB members to investigate such charges with confidentiality and then report back to the board with their findings.

Y: 5, N: 0, A: 1 1:42 PM

MOTION: The LSB shall provide to the GM the precise wording of all motions that require station action with dates for implementation. Within one month (or other reasonable specified period) preceding an implementation date, the GM shall respond in writing on the status of implementation, with recommendations, if desired, for modifying the motion. If the LSB determines that the GM refuses to comply with a motion, the LSB may file a statement of non-compliance with the KPFK LSB Management Review Committee and the Pacifica ED.

Y: 4, N: 0, A: 0 2:10 PM

Also, approved without objection: that Development Director Sue Welsh shall be invited to a future LSB meeting to discuss the Media Sponsorship Program.

Also, approved without objection: that Jack VanAken shall compile a table of all motions approved by the Local Station Board including the status of fulfillment.

Dutifully submitted, Jack VanAken, reporting member

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APPENDIX E Committee of Inclusion

### **Draft Proposal for a KPFK Apprenticeship Training Program**

This is a very, very rough proposal. We should review this and run it by folks who have more experience, like Armando Gudino, Fernando Velasquez, etc. This is just to get us started.

I. Purpose of the training program: to develop radio production and technical expertise within the framework of the Pacifica mission -- among members of communities that have little or no access to such training oppressed communities of color, working class women, etc.

II. The structure of the program: The program would consist of 15 workshops or field training exercises. Students would learn the history and mission of Pacifica, some history of KPFK, the reality of Los Angeles, and the technical aspects of operating a Board, doing good wire copy, field reporting, and conducting interviews and all the technical aspects of producing a good piece.

Workshop One: An introduction to alternative radio:

- Pacifica mission
- History of Pacifica
- Orientation to the training (goals, syllabus, schedule, etc.)
- Goals of the students
- A critique of mainstream media
- The role of KPFK in Southern Cal area

Workshop Two: Who are the communities we serve?

A review of the basic demographics and social movements of LA County

- Communities of color
- The poor
- GLBT Community
- Disabled
- Others
- Labor movement, people of color movements, others
- Why and how Pacifica works to provide a voice to these communities and social movements

Workshop Three: The structure of a Pacifica Station

- A review of the various departments at KPFFK
- Meet the staff: a chance to meet and interact with Station Manager, Program Manager, News Director, and others
- Meet the technology: a tour of the various technical pieces of KPFFK: the board, editing rooms, broadcast booths, etc. This is to introduce the students to the various types of technology that they will be working with and learning to use.

Workshop Three: What is a news story?

- Readings: Truth, the First Casualty, Live at Five,
- View a short clip from Manufacturing Consent
- Lesson: How to write wire copy (with a homework lesson to re-write copy)

Workshop Four : Writing Wire Copy

- A discussion of good and bad copy (what makes for each)
- A look at good and bad copy
- Small group practice
- Debrief small group efforts

Workshop Five: Writing Wire Copy (continued)

Workshop Six: Learning the Board

- What is the board, how does it work
- Discussion
- Practice sessions

Workshop Seven: Learning the Board (continued)

Workshop Eight: Newsroom Logistics: computers and phones

Reading: Digital Audio Guidelines

Workshop Nine: Digital editing and recording

Readings: Interview with Finesses, Preparing for Media Interviews, Finding it Fast Online.

- Lecture on editing and recording
- Discussion
- Small Group practice

Workshop Ten: Interviewing

Reading: Audio Connectors, Six Steps to Getting Good Tape

- Lecture
- Discussion
- Small Group practice

Workshop Eleven: Field Practice

- Choosing a subject
- Setting up the interview
- Doing the interview
- Debrief the interview

Workshop Twelve: Field Reporting

Readings: Sharpshooters's Focusing Handbook; Western Public Radio materials; Criteria for Evaluating News Feeds, Building the Story, Passion and Power, Reporter's Manual.

- Lecture
- Discussion
- Small Group Practice

Workshop Thirteen: Story Conception and Construction

Workshop Fourteen: Voice Lesson

Workshop Fifteen: News Studio Mixing, Producing a Story

III. Numbers of cycles and students

- 8-10 students per cycle
- two cycles per year

IV. Location: The training would take place at KPFFK, or at a local community college if the necessary technical equipment is available.

V. Support System: students would be paid a stipend of \$500-\$1000, the station would also help cover transportation costs (mileage, or cost of public transportation). We should discuss the issue of childcare.

VI. Cost of the Training Program

Trainer: \$45,000 plus benefits  
Admin. Assistant: .25 FTE (\$7500)  
Stipends for students: \$10,000-\$20,000  
Materials and equipment: \$15,000  
Food: \$1000  
Transportation: \$1000