

ON-AIR TALENT/PROGRAMMING MEETING Feb. 27, 2017 1:00pm

Stampede Room

In attendance: Keith Fowler, Chair; Maggie Wright, Robin Grube, Sherry Hayes, Glen Hagy, Bill Persson, Kurt Hauswirth, Steve Hotvedt, Bob Drabik

This symbol >>>> indicates action required

Reminder Items:

Log Book – Please fill in for your shows. Follow Glen’s examples in book. One hour show would be listed with show name, show number and segment(s) (ie: A/B for two 30 minute segments). If two hour show list A/B in first hour and C/D in second hour.

Check intro/outro’s to possibly eliminate station ID’s. Combined with top of the hour station ID’s could have 3 repeating in a row.

New Business:

George requested to please give him at least 10 days notice regarding any request for outside participation (Out and About Group). They are receiving lots of requests and need time to further investigate request, schedule, prioritize and staff event.

Pod casting shows – can run two weeks of each show but as a new one comes in, the oldest one will be removed (storage space issue). Can email MP3 of shows to George at suncitywestradio@gmail.com. Be sure to name show the way you want listed and can later be linked from website. Also leave 2 seconds at end of show to prevent “clipping” in Pod casts.

Old Business:

Show Proposal form must be completed for all shows currently on air that do not yet have a proposal form on file (Keith, Maggie, Kurt). Also for any new shows. Forms handed out.

Robin is doing awesome job of noting dates and times of issues on air so that they can be addressed. Everyone can please do the same by noting any issue they hear with the date and time and provide to Keith for review and correction.

Announcement:

Linda announced that Larry Anderson has resigned as President of the Broadcast Club effective immediately. No more “Events” page on website or on-air.

Old Business:

PSA’s running for a specific event will be switched to “Liner” file in system to allow to run more frequently the week before scheduled event.

>>>Request to push Motors and Meals event PSA to Liner file now to give extra play time for their March 11 event, coinciding with Sun Health providing Club booth space and full page ad in their publication.

>>>ARC PSA needs to be redone – Ron may have original copy. Check if Ron can re-do.

>>>Individual Show Promo's – discussion of time vs spots. Motion to have each show host produce one minute worth of spots for their shows, any combination of spot length as long as one spot describes show in some detail. Motion seconded and approved.

>>>If anyone is approached to have club or station perform an action, please document and provide to Linda or Stephanie to delegate appropriately and have on file. Forms handed out. Reviewed new form that would incorporate "Broadcast Requests" and "Production and Programming" details. >>>Check to see if this can be put on website for access.

Reminder Items:

Keith won't be available this Thursday for recording. If anyone wants to use Studio B, please use only if you've been checked out on its function and use. If you use, please leave as you found. Mic in right place, equipment turned off, etc. Any scripts recorded should be filed for future reference with the show they belong to or sponsor, etc.

If you schedule an interview at station, Please schedule an engineer to set up and work with you if you haven't been checked out on equipment. Methods to test mic, snap fingers or say testing, do not blow on mic or tap mic.

Suggestion to interview each other for each others shows. Maggie just interviewed Steve for her show and got a lot to use.

Meeting Adjourned 1:57pm

Next Meeting March 6, 2017, at 1:00pm