

Programing Committee Agenda & Minutes 7/11/16

Members in attendance: George, Linda, Keith, Tina, Dwight, Kurt, Stephanie, Maggie and Larry.

Called to Order: 2:02pm – Adjourned 2:45pm

Notes of some kind kept – to be distributed to committee members. Larry Anderson volunteered to note issues discussed and distribute them to members.

Clarification of expectations & Process:

- **Deadline for new Programs:** Programs will be in the studio “Broadcast Ready” by noon on Thursday.
- **Previewing programs:** All programs will be previewed before they are scheduled.
- **Standard Generic Flash Drives will be available and recommended for use by committee members:** Pre-formatted Flash Drives will be available in the studio soon and members are encouraged to use them.
- **Feedback/Questions:** There was a discussion on how to preview shows and on use of the flash drives.

Changes needed re: files, promos, programs etc.:

- **Issues from listening to the station:** Chop off of shows was discussed and solution determined.
- **Structure to insure coordination of programing:** 1 hour programs will be no less than 57 or longer than 59.5 minutes and discussion on how to fix time on 1 hour shows.

Presentation of new proposed promos and arrangement for getting them done:

- **Time in studio:** The studio is open to the Programing Committee every week day from 2 to 5 pm. Except Thursdays.
- **Keeping of the Calendar:** A Master Calendar is in the studio. Members are encouraged to record actions by members.

Community Outreach: Members should consider finding beneficial information to broadcast.

Production schedules and as needed help: George will be available to help anyone interested in doing Command Center operations.

For the Good of the organization: We ought to develop a list of people who are qualified to use Command Center, so others who are not familiar with the program know who to contact. Dwight talked about the need for standardization. Linda again reminded us that we ought to use our G-mail account for sharing information.

Respectfully submitted: Larry Anderson