

KPFT Local Station Board, MINUTES - July 11, 2018
The Montrose Center
401 Branard, Houston, TX 77006

- I. Call to Order by KPFT LSB Chair, K.C. Sinclair at 7:09pm
- II. Staff Recognition. Rhonda Garner and Wally James: Wendy Schroell;
DeWayne Lark: All staff but particularly Joseph Davis;
Joseph Davis: Don Freeman, Markisha Van Zandt, and Larry Winters.
- III. Roll Call.

The chair requested that people indicate, based on its letter, which of the duties of the LSB is most important to them instead of saying “present” or just say “here.”

- | | | |
|--------------------------------|---------------------------------|---|
| 1. Alán Alán Apurim
here | present | Naritomi here |
| 2. Wesley Bethune
absent | 10. Wally James here | 19. Deb Shafto
requested excused
absence, rule
suspended,
granted |
| 3. Adriana Casenave
I, G, M | 11. Jim Krafka
present | 20. KC Sinclair J |
| 4. Bill Crosier I | 12. DeWayne Lark E
M | 21. Clif Smith here |
| 5. Joseph Davis A | 13. Adrienne
LaViolette here | 22. Rita Washington
G |
| 6. Elayne Duncan
here | 14. Mike Lewis I | 23. Ted Weisgal G |
| 7. Anisa Faruqi
diversity | 15. Matthew Moore
here | 24. Vaniecia Williams
absent |
| 8. Rhonda Garner
present | 16. Susie Moreno
here | 25. Larry Winters
(NV) absent |
| 9. Robert Gartner | 17. Rick Pothoff here | |
| | 18. Nancy Saibara- | |

Bill Crosier raised a point of order and challenged the ruling of the chair which was that Deb Shafto cannot participate/vote via telephone.

Rhonda Garner called for a roll call vote

- | | | |
|------------------|----------------|-------------------|
| Alán Alán Apurim | Robert Gartner | Rick Pothoff no |
| Wesley Bethune | yes | Nancy Saibara- |
| Adriana Casenave | Wally James no | Naritomi yes |
| yes | Jim Krafka no | Deb Shafto |
| Bill Crosier no | DeWayne Lark | KC Sinclair |
| Joseph Davis yes | yes | Clif Smith yes |
| Elayne Duncan | Adrienne | Rita Washington |
| no | LaViolette no | yes |
| Anisa Faruqi yes | Mike Lewis no | Ted Weisgal yes |
| Rhonda Garner | Matthew Moore | Vaniecia Williams |
| no | Susie Moreno | |

There were nine votes sustaining the ruling of the chair; eight votes challenging the ruling of the chair. The chair was sustained.

During this phase of the meeting the following individuals were called out of order by the chair:

Adrienne LaViolette, Rhonda Garner (twice), DeWayne Lark, Joseph Davis

Point of Order from Adrienne LaViolette: There is no special rule governing absences. In February 2017, the body voted to repeal Special Rule, Article I: Meeting procedures, Subsection 1: Qualifications for excused absence was repealed “for now, until



KPFT GM - Job Description

General Manager - Pacifica Radio

the Governance Committee provides a new rule we can all follow and not use for one and not for another. The motion passed and is in the approved Feb. 8, 2017 minutes on KPFTx.

Motion to suspend the rule and to excuse the absence of Deb Shafto: Passed 12-2.

IV. Agenda Approval. 13-2.

A. Motion to approve the GM job description moved to make this the first item of discussion. Unanimously approved.

Rita Washington: Motion to approve the GM job description (see below). Approved without objection.

Title: General Manager

Department: KPFT - Radio Station

Location: Houston, Texas

Employment Type: Full-Time

FLSA Exemption Status: Exempt

ABOUT PACIFICA FOUNDATION

The Pacifica Foundation is a non-profit agency providing educational services.

Mission: https://www.pacifica.org/about_mission.php

The Pacifica Foundation is an EQUAL OPPORTUNITY EMPLOYER. Pacifica Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.

JOB DESCRIPTION

The General Manager is responsible and accountable for overall administration, personnel, programming, financing technical operations, and public relations of the station. Working in collaboration with the largely volunteer staff, the Local Station Board, volunteers and the community, the General Manager is responsible for monitoring progress against goals by analyzing monthly results, developing periodic forecasts and pipelines, providing progress reports, and ensuring accurate tracking and follow-up on each initiative.

Education and Experience Requirements:

Bachelors in broadcasting, business or similar education preferred

5+ years of management required, 5+ years of radio station management preferred

Reports To: Pacifica Foundation Executive Director

Collaborates With: Local Station Board

JOB SPECIFICATIONS

Duties, Tasks, and Responsibilities:

Managerial

- Supervise all staff, paid and unpaid, through regular meetings and reviews (paid staff), attending contract negotiations, and handling grievances. Follow all Pacifica procedures, and State and Federal laws, regarding employment processing, recruitment and selection, hiring, termination and other personnel actions and follow the Pacifica Foundation employment policies and procedures.
- Ensure membership and staff lists are up to date and include at least name, address, phone number, email address, and emergency contact information (staff).
- Report to the Pacifica National Board (PNB) quarterly on the status of diversity of station staffing, programming and audience (data permitting) within the radio station areas.
- Ensure all fund drives are organized, publicized, staffed, and premiums are sent out in a timely manner.
- Serve as a non-voting member of the Local Station Board, attending all meetings.
- Maintain compliance through completing necessary public filed reports, annual CPB station activity surveys, FCC license renewal applications, EEO mandates, charity registration, OSHA regulations, or other necessary local, state, and federal filings.
- Manage media relations for the station and represent KPFT and Pacifica at public forums.
- Ensure an active social media presence and functioning website for the station.
- Work with Local Elections Supervisor on implementing Pacifica governance election procedures and policies. Communicate and



KPFT GM - Job Description

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enforce Fair Campaign Provisions to both paid and unpaid staff. Provide office facilities to Local Elections Supervisor.

Fiscal

- Improve gross and net income through quality programming, devising and implementing a plan for fundraising in and outside of the station, budget management, and compliance with Pacifica National Board and Pacifica National Office policies and practices.
- Prepare a draft of the station’s annual budget, as well as reports for revenue and expenses, to present to the KPFT Finance Committee, Local Station Board and the Pacifica National Board.

Programming

- Ensure excellent programming that generates listener support, meets community needs, and fulfills the mission of KPFT and the Pacifica Foundation, as well as complies with all relevant foundation policies, requirements, and state and federal laws.
- Oversee technical broadcast operations and program content, delivery, format, and publication of the schedule.
- Select a Program Director from a pool of candidates provided by the Local Station Board, supervise the chosen Program Director to ensure continual improvement in programming content, and, together, present an annual program report to the

Executive Director, Local Station Board, and Pacifica National Board.

- Broadcast a one-hour, monthly report to the listeners with at least half the time allotted for call-ins.

Infrastructure

- Ensure transmitter function and compliance with all necessary local, state, and federal laws and regulations.
- Ensure maintenance of physical space and equipment.
- Ensure that public safety measures are in place at the station for paid and unpaid staff, volunteers, and visitors.

Knowledge, Abilities, Skills, & Other Characteristics (KASOCs):

- Knowledge of the development process for non-profit organizations
- Ability to travel within the Greater Houston area on a regular basis
- Ability to manage multiple changing priorities
- Computer literacy, including proficiency with Microsoft Office Suite (Excel, Word, Powerpoint)
- Strong management and leadership skills
- Strong communication skills (written and oral)
- Strong media industry skills (programming, marketing, fund raising, etc.)

Send Applications:

Job Description Recommended by: KPFT MSRC

Date approved: 7/9/2018

Job description was last reviewed: 7/9/2018

V. Minutes Approval:

- A. June LSB 6/13 [Ted Weisgal] with corrections from Bill Crosier Approved.

VI. Consent Items.

None

VII. Standing and Special Committee Reports.

- A. Rita Washington, chair of the MSRC: I move to approve the KPFT General Manager Job Description. (See above, IV A). Approved.

B. CAB Update

Will be convened by Stephanie Thomas by the end of August

C. Budget Approval

PK McCary: The meetings are being held during the day with Markisha Van Zant present. The Budget and Finance Committee is doing a line by line review and should have it complete by next month. There is a new firm that is assisting Pacifica with bookkeeping. We just found out that the fund drive has been reduced to two weeks with a goal of \$160,000. This may necessitate another drive sooner than planned. We must get rooted in dollars and sense. We have been hemorrhaging financially and need help. Tom Livingston may intercede.

VIII. Public Comment. [Time Certain: 8-8:30pm]

Don Freeman: I had to leave earlier, crying, because of the way the LSB dealt with Deb and George. You, fighting for 50 minutes over excusing an absence is wrong. We need money. It's hard to request for money when I see the fighting. Pick a GM. Whether I'm PD or not, on the air or not, KPFT must survive.

I'm Capt. Tom Harper with the Prison Show. To survive, you must put your personal differences aside. This is like a job and you can't fight with your co-workers. You can't be disrespected and move the station forward. I want to apply to be the GM. I have the skills from my years in the Army.

Bernadine Williams: Some LSB members have turned "point of order" into an abusive tool. I saw points of order repeatedly misused by LSB members just to be heard more often and to skip the stack. It was also misused to cut off people mid-sentence and to throw recognized speaker off-balance. It was misused to interrupt and altogether change the current agenda topic. Since we have someone here from the PNB, please stop muting our Houston PNB representatives, we want to hear them fighting for our station. We, the listener-members, don't want them to be silent or to be silenced. The PNB needs to expedite the hiring of a new General Manager for KPFT.

Nancy Sorden; I'm from WPFW and currently the PNB chair. We got past a tenuous time without our assets being seized or going into bankruptcy. We now need to work together to raise money to pay off the loan and hold Pacifica together as a place (the radio stations) where people can save the world.

Henry Cooper: I am a KPFT programmer. I will withhold my comments regarding personality issues on the LSB. On July 22 there will be a fundraiser for KPFT from 2pm to midnight at Fitzgerald's. Son Pacifica is the host of this event. The music will present new ideas. 2706 White Oak at Studemont. Admission is \$10.

Motion from DeWayne Lark to allow Nancy Sorden to answer questions. Approved without objection.

Q: Why didn't the PNB consider a signal swap or another entity taking control for 7 years?

A: These were not on the table as far as this board was concerned.

A: We are moving forward regarding the hire of a permanent ED.

Q: What is your feeling regarding underwriting on the internet and more promotion of the internet? What is your position on grants?

A: I don't think we have a policy regarding underwriting though there is opposition to it. It's a slippery slope. Some disagree. If underwriting wins, we must follow FCC and IRS rules. This applies to the internet. There are similar concerns regarding grants. We have to get audits done and our books in order. That's a big hurdle for us.

Q: What's the going price for T-shirts.

A: I'm not sure... \$30 or \$40. In some cases, \$10. I don't know for sure It's what the market will bear. You have to decide. In our Strategic Planning meetings, we discuss other options for raising money.

People can listen in to these meetings.

Q: Is there a plan to get our financial situation under control? There seems to be no timetable for producing reports on time.

A: There is a recognition that our books are not in order and that we need to need to become more accountable.

IX. Pacifica National Board and Committee Reports.

Joseph Davis submitted reports late. They will be reviewed at next month's meeting. DeWayne Lark: There is a rule that if you miss three consecutive meetings you lose your vote, but you can continue to participate. You can earn your membership back. Joseph Davis: There are people who are responsible with calling meetings. They are not doing so.

DeWayne Lark: Motion: Deal with the committee absence issue in Governance. Failed 4-12.

X. Interim General Managers Report. (Larry Winters)

Absent. No report.

XI. Unfinished Business.

A. Nancy Saibara-Naritomi: The LSB, in order to fulfill its financial responsibility to the Membership, recommends that the KPFT management post on the KPFT website: all donations with date, amount, initials, last 3 digits of their member number, and all expenses with company names listed with their permission, or blackened out with their request, and photocopies copies of the actual bills, and detailed itemized fundraisers financial reports, showing for example, the recent Car show, all tickets' numbers, printed, cancelled, reasons why, sold, unused, all expenses, showing photocopies of expenses, and all grant revenue, and photo copies of the bank statement, but omitting account number, and blackening names, leaving initials of donors, and leaving initials of companies, thus allowing a means of transparency, and a means for Members to suggest a less expensive alternative.

Mathew Moore: Objection to the consideration of the question Fails 9-6 (requires 2/3).

DeWayne Lark: Motion to refer this motion to Governance and Finance...Approved without objection.

B. Nancy Saibara-Naritomi: Moves to amend the Standing Rules Article IV ON AIR APPEARANCES BY LSB MEMBERS SECTION 1: LIMITS TO ON-AIR APPEARANCES "No" Listener Board Member shall make (more than one) PSA per month in their own voice and there shall be no mention of the "Listener Board Member's name or any other personal identification (on the PSA) [05-12-06]. In order to support fairness, change (more than one) to (any); and change (on the PSA) to (during pitching in fund drives).

Adrianna Casenave: Motion to refer to Governance Committee Passes. 8-6.

C. Ted Weisgal: Moves to authorize Ted to negotiate with the Houston Public Library system and/or the Houston Parks and Recreation Department to sign, seal, and secure two free locations at times, dates, and places in the months of September and December for Town Hall Meetings. Said locations shall be within a 15-mile radius of KPFT, accommodate at least 40 people and preferably be in close proximity to either Freedman's Town, the 3rd Ward, the 5th Ward, Montrose, Hermann Park, or Sunnyside. Ted will be responsible for reporting back in August and will check KPFTx.org to minimize the chance of duplicate meetings before finalizing said location. Passed.

Nancy Saibara-Naritomi: Amend that the Town Hall meeting shall be on the air, live. Superseded by ALV's amendment.

Adrienne LaViolette: With the goal of broadcasting it live. Passed.

Bill Crosier: And that Nancy Saibara-Naritomi find volunteers to help make this happen. 6-7 Fails.

- Ted Weisgal: Point of Order: Bill Crosier put the amendment in writing. Chair: Got it.
- D. Ted Weisgal: Whereas: All members of KPFT radio shall have the rights as described and *paraphrased* on the motion document (but welcome you to read the full bylaws related to these pertinent Articles and any more you wish to read) and, Whereas: KPFT is approaching the first year of a three-year election cycle and, Whereas: The Pacifica Executive Director has not yet appointed a National Election Supervisor and thus, Local Election Supervisors, I move that the KPFT Local Station Board
1. Call upon the interim Executive Director to appoint a national election supervisor;
 2. Call on the interim General Manager of KPFT to begin daily on-air announcements of the opportunity to apply for sad position and seek to have individuals willing to do these jobs to do so on a non-paid basis;
 3. Direct the appropriate people to prepare for an election where the preferred way of voting shall be via the internet;
 4. Request of the iGM that he begin on-air announcements and other approaches to recruit candidates;
 5. Request of the iGM that he assign a staff person with the task of producing an electronic voters guide that will contain essays from candidates (up to 500 words); and
 6. Designate air time for candidate statements and call-in programs (see Article 4, Section 6).

Adrienne LaViolette: Motion to postpone indefinitely. Passes.

XII. Adjournment

Meeting Adjourned at 10:04pm

Respectfully submitted,
Ted Weisgal
KPFT LSB Secretary