



MEMO

TO: ALL LOCAL ADVISORY BOARDS OF DIRECTORS
FROM: EXECUTIVE COMMITTEE OF THE PACIFICA NATIONAL BOARD
RE: INTERIM BOARD GUIDELINES
DATE: JULY 12, 1995

PACIFICA FOUNDATION
NATIONAL OFFICE
1929 Martin Luther King Jr. Way
Berkeley, CA 94704
510/843.0130
Fax: 510/845.0289

PACIFICA FOUNDATION
FINANCE OFFICE
3729 Cahuenga Boulevard West
North Hollywood, CA 91604
818/985.8800
Fax: 818/985.8802

PACIFICA PROGRAM SERVICE
PACIFICA NATIONAL PROGRAMS
702 H Street NW
Washington, D.C. 20001
/783.3100
Fax: 202/737.3723

PACIFICA NETWORK NEWS
702 H Street NW
Washington, D.C. 20001
202/783.3100
Fax: 202/393.1841

PACIFICA RADIO ARCHIVE
3729 Cahuenga Boulevard West
North Hollywood, CA 91604
818/506.1077
Fax: 818/506.1084

KPFA - FM 94.1
KPFB - FM 89.3
Berkeley, CA

KPFK - FM 90.7
Los Angeles, CA

KPFT - FM 90.1
Houston, TX

WBAI - FM 99.5
New York, NY

WPFW - FM 89.3
Washington, D.C.

In light of the vast changes that are to occur at all stations, the Executive Committee of the Pacifica Foundation National Board believes it is necessary to issue an interim set of guidelines that supersede the local station By-laws so that you will have a clear understanding of our expectations of your role during this period.

We feel it necessary to remind you that the local Station Board is responsible to the National Board and, in fact, serves at the will and direction of the National Board. The local station Board of Directors' main responsibility is to carry-out the directives of the National Board and abide by its decisions.

At the October, 1994 National Board meeting, the Board mandated that the station managers re configure programming to better serve core listeners in each signal area, to develop more relevant and professional programming and to, thereby, increase the audience. We were mindful that this would unfortunately inconvenience, if not distress, some staff, board and audience members. It will mean that there will be many alterations to current and long-standing practices at the stations. This may include the elimination of aspects of the traditional program format, the repositioning of others, and the development of new and innovative programs.

To date, we are satisfied that the General Managers have taken steps to implement requisite changes in programming and thus meet Pacifica's mandate and goals. They, along with the Program Directors, have the authority to make such alterations without the approval or disapproval of the local Board. However, the National Board expects the members of local Boards to assist and support the manager and his/her staff when asked and as needed.

The Station Board must perform a specific function during this period in order to assist the Managers. Mindful of our responsibility to give you direction as stated in the Board Position Description -

The Station Advisory Board shall have duties, responsibilities and powers as from time to time may be set out by the by-laws, policy or other statements of the Board of Directors. No actions may be taken by the Station Board that would pre-empt, in whole or in part, the authority or responsibilities of the Board of Directors.

- the Local Advisory Board is, hereby, directed not to take action that will impede the plans of the station staff. Members of any local Board who do not feel that they can assist Pacifica in

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its present mission are advised to resign. If there are indications that actions are being taken collectively or individually to countermand the policies, directives, and mandates of the Pacifica Board, the Board will take appropriate steps.

Since we are responsible for your performance and behavior as a Board and a Board member, we are setting a set of guidelines which you are to follow. These guidelines supersede, but include some of the responsibilities stated in the document, Pacifica Foundation Station Board Position Description.

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A. General Guidelines for all stations:

1. To act as a primary support body for the General Manager and station.
2. To establish a committee by 1 August 1995 that will raise money through direct financial contributions and/or fundraising for the activities of the station.
3. To establish a committee by 1 August 1995 that will review, make recommendations, and monitor the implementation of approved budgets.
4. To establish a committee by 1 August 1995 that will develop a plan for general development activities at the station.
5. To establish a committee by 1 August 1995 to assess and make recommendations about the space, technology, and equipment needs of the station.
6. To establish a committee by 1 August 1995 that will evaluate the membership of the local board with the view to make recommendations about further recruitment of members. **(MEMBERSHIP TO LOCAL ADVISORY BOARDS IS FROZEN UNTIL NEW GUIDELINES ARE APPROVED AT THE OCTOBER BOARD MEETING. PLEASE CONTINUE TO DEVELOP INFORMATION ON CANDIDATES.)**
7. To send to the Executive Director minutes of each local meeting. (Boards should have received by this time a directive that specifies the manner in which Board meetings are to be conducted from the National Chairperson, Jack O' Dell.)

By 15 August 1995, the Executive Director, Pat Scott, should receive from the local Board Chairperson a copy of the committee rosters. By 15 September, 1995, the Executive Director should receive from the Board Chairperson a report of the plan and progress of each committee.