

Station Manager's Report, submitted by Grace McNamara
LRPA Board Meeting 1/15/16

Administrative:

- We were notified by mail on Wed., 1/13 that we missed the deadline to file our nonprofit corporate charter with the state. To the best of my knowledge, the station never received the notice of the deadline. I spoke with a staff person at the Department of State who walked me through the process; in short, we are not violating any laws by remaining open until we re-file. The process to remediate this situation is as follows:
 - The Dept. of State is sending us a certificate of revival that must be filled out by the deadline noted in the mailing, along with a \$50.00 revival fee plus the original fee of \$25.00 (for a total payment of \$75.00)
 - I will have to attend a scheduled public hearing in April (date TBA) that is a formality associated with the new law, effective Jan. 1, 2016.
- The door lock was changed on Tues., 12/29 (many thanks to Bob Hamel for his follow up). There are five (5) copies of the new key, distributed as follows:
 - Grace McNamara
 - Tim Cox
 - Zack Horne
 - Shane Selling
 - One extra copy (in my possession at the present time)
- Paychex delivered our W2s on Friday, 1/3. I have distributed all, either in person or via USPS.
- I called Gator Sign Shop to follow up on the \$50.00 gift certificate purchased for us by Bob Hamel at the Children's Auction. The store is closed for vacation until 1/23; I've left a message.
- We are now using both the switcher and the new lights for our studio shoots. This equipment makes our studio shows look more professional, and the switcher eliminates most of our editing.
- Our server holds content that goes as far back as 2011. As we are always uploading content, Shane and I would like to delete old programming in order to free up server space. I have been deleting *non-governmental show content* that is older than one (1) year from the server (e.g., local religious programming). However, I would like the Board to set policy on how long a period of time LRPA will keep community and governmental content on our server. Our recommendation is to keep community and Belknap County meetings for one (1) year and LRPA meetings indefinitely. Communities should have their own copies of their meetings (and can take back all DVDs, flash drives, etc. that they provide to us). To assist in your decision-making, we currently hold the following content:
 - A variety of Budget, Planning, Select and School Board meetings for all five communities; older City Council meetings for Laconia; and some Alton meetings, as far back as 2011/2012
 - Belknap County meetings as far back as 2012
 - NH Executive Council meetings as far back as 2012
 - LRPA board meetings as far back 2011
 - Town-related but not "official" programming as far back as 2011 (e.g., "Arts Alive," Gilford Bicentennial, etc.)
 - Out-of-date or no longer programmed shows (*Living United, Remember When, etc.*)
Discussion required
- This meeting's posting was emailed to the five municipalities on Fri., 1/8, and was updated on the website and uploaded to our channel 24 bulletin board on Sun., 1/10.

Budget/Fundraising:

- We received Belknap County's Q1 payment of \$1,250.00 on Fri., 1/8. The Q2 bill will be submitted to Belknap County via email on Fri., 4/1.
- I submitted a grant application to the Franklin Savings Bank Fund for Community Advancement. The deadline was Thurs., 12/31/15; I mailed it (certified) on Wed., 12/30. The application was very similar to that of the MVSBS grant, so I was able to re-use quite a bit of what I had already written. The minimum suggested grant is for \$5,000. I asked for two loaning cameras and accessory kits as well as two new editing computer stations complete with software. These items would be very useful to us as we try to implement the new producer training/loaning program "AccessAbility." We hear by mid-April. Note that this grant has two (2) annual application dates (Dec. 31/ June 30), so if we get rejected, we may re-apply (once) this year.
- As requested at the December Board meeting, I followed up on the Dec. 2014 donation from Binnie Media to see if they would donate to us again this year. On Wed., 1/6, I spoke with Matt Mayberry, who is in charge of NH1 Charities (out of the Portsmouth office). According to Matt, NH1 has "changed the scope" of its philanthropic endeavors, and, as it is "no longer involved with the Children's Auction, NH1 will not be donating to Lakes Region Public Access Television at any time in the future."

Computer Equipment/IT/Studio Supplies:

- On Mon, 1/11, we lent one of the JVC cameras and a tripod to the Laconia Historical Society (standard procedure with LHMS). Warren Huse emailed me to report that he "wasn't able to use the AC adapter when he taped the show." After the equipment was returned on Tues., 1/12, Tim examined the adapter slot and it was cracked in two places. Shane further examined it and the contact inside the adapter slot was also damaged. I notified Warren via email and he understands LHMS's financial responsibility for the cost of repair. Shane brought the camera to Access AV on Thurs, 1/14. They will give an estimate of the cost after they have examined the camera. It will be out of the office for at least two weeks. As a result of this experience, I would like to add to the Equipment Loaning Procedure a "pre-loan run through" similar to what happens when you rent a car (a technician and the producer each look over the equipment, come to an agreement on its status before it goes out the door, and the producer signs a paper stating as such).
- Shane very generously donated both an Aphex Aural Exciter (to enhance our sound signal) and an Aphex Compellor (to compress and level our sound), as well as one of the camera-mounted iKan LED lights, to LRPA, at a total value of \$727.37. These items will really make a difference in the quality of work that we produce and cablecast over our channels (particularly at the Auction). Many thanks to him for this and for everything that he does for LRPA.
- I made a few small purchases for the station, including:
 - An absorbent floor mat for the front lobby (suggested by LHS maintenance), \$19.56
 - A 32 GB flash drive (we didn't own one!), \$9.99 after a \$10.00 off coupon ☺
 - Small chains to hang Charlie St. Clair's show sign from the back curtain, \$5.15

Personnel:

- We will have a student intern working at the station during the spring semester. Her name is Asia Merrill; she worked with us during the Auction and she was terrific. Asia will be starting by the end of January. Her hours can be flexible according to our needs. She is knowledgeable on the camera, lighting, switcher and editing. She will be an asset to the office.
- I took Tim and Zack out to lunch to celebrate the holidays (Patrick's Pub, \$61.81)
- I am taking February vacation off to travel with my family (Feb. 22-26). I will pre-program as much as possible for that week, and will talk with Shane about covering the rest.

Production and Programming:

- New *Here's to Your Health!* program taped on 1/4/16 (another will be taped on Tues., 1/19)
- Three new *Art to You* programs taped on 1/7/16
- New *Humane Happenings* will be taped on location on Thurs., 1/28
- Resumption of an old show, *Cookin' With MJ*; production (including editing) is done by the Laconia Geezers. The show is taped in the producer's kitchen and features a new dish each show.
- New show *Selectman's Corner* from Laconia resident Tom Emanuel on topical issues; first show taped Thurs., 1/14.
- Belknap County Commission meeting taped on Wed., 1/6 (and will be taped on Wed. 1/20), Delegation and Exec. Council meeting dates have yet to be set.
- We continue to download movies, cartoons and other programs in the public domain.
- We downloaded and are running PSAs provided to us free by Goodwill Communications in VT on underage drinking, poverty, volunteerism, and safeguarding children in your home.
- New shows aired/airing in January: BCC meetings, Art to You, *Cookin' With MJ*, Gilford Police Department Open House Tour, *Here's to Your Health!*, Laconia Historical Society, *LRPA After Dark*, NH Executive Council, NH Humane Society *Pet of the Week*, *Selectman's Corner*, updated meetings from Gilford, Laconia, Meredith (live meeting on 1/4; Meredith has moved the time of the meetings from 6:00 PM to 4:30 PM), and Northwood, several religious programs
- New producers:
 - A Tilton man that produces his own comic book is interested in creating a show about comic books; it would feature art demonstrations and interviews with regional comic book writers and illustrators. He understands that he needs a sponsor from one of the towns in order to move forward.
 - Bill York, producer of *Here's To Your Health!*, is interested in producing a second show here called *Bill York's World* (he already produces a similar local radio show)
 - Carol Granfield contacted me to say that she may be interested in resuming *Lakes Region Spotlight* when she returned from wintering in Florida.
 - David Stamps continues to work on his upcoming show *How Laconia Works*, which will likely begin airing in late winter.

Public/Community/Station Relations:

- LRPA's Christmas programming press release ran in both the *Citizen* and the Wed., 12/23 issue of the *Sun*
- On Tues., 1/5 I reached out via email to the gentlemen behind the Gilford Recording Co-op, who are also spearheading an effort to bring to Laconia an initiative called the Lakes Region Institute for the Arts. There may be some overlap in our organizations' collective goals; I'm waiting to hear from them, and will follow up with them if I hear nothing by next week.
- On Tues., 1/12, the *Citizen* ran a story on the 25 recipients of the MSVB grant, including LRPA.
- On Mon, 1/11, I sent out news releases on new episodes of popular LRPA shows to the *Citizen*, *Sun*, (ran Tues., 1/12), the Salmon Press papers and the *Suncook Valley Sun*
- I sent our producers an email, asking if any of them wanted to participate in our promotional piece on "what public access means to you." So far I have a yes from both Marylee Gorham (NH Humane Society) and Bill York (*Here's To Your Health!*).