

Station Manager's Report, submitted by Grace McNamara on January 21, 2022

Administrative:

- The station closed Th-F, 12/23-24 for Christmas and Fri., 12/31 for New Year's Eve.
- As I am sure that you are aware, on Mon., 1/10, Atlantic Broadband rebranded itself as Breezeline. I found out on Sat., 1/8 in an email from Jon Jurta, our internal headend technician. This month's invoice also highlighted the rebrand. According to press releases from the internet, ABB acquired two small cable operations in the mid-Atlantic last year and has been planning for this rebrand since then. Breezeline is hoping to expand in other areas of NH, including parts of the greater Seacoast region as well as Concord. I don't know how this change may affect LRPA.
- Paychex informed LRPA that there would be a delay in the mailing of W-2s to each employee's preferred address (rather than directly to the station, as they have done in the past). On Tues., 1/18, Paychex communicated via email that they resolved the delay and that W-2s will go out to employees by the end of this month as originally scheduled.
- Our next quarterly board meeting is our Annual meeting, on **Tuesday, April 28, 2022**. Under New Business, I'd like to discuss the meeting's agenda and structure: ****Discussion requested****
 - Time: Would the board like to change this meeting start time from 3PM to something different?
 - In-Person vs. Zoom: Would the board prefer to have this meeting be in-person? Hybrid? In-person meetings sometime have a different level of engagement.
 - If in-person, where would you like me to arrange to hold the meeting?
 - Format: In the past I have presented a "state of the station" presentation. Would you like to see the same format or something different this year?
 - Invitees: Is there anyone that you want to invite to this meeting? (For example, I would like to invite Nancy LeRoy as a special guest)
 - Officers: There will be a vote on a new slate of officers for the 2022-2023 year.
 - Currently there is an opening for Secretary
 - Upon Jeanne's retirement (☹️) there will be an opening for Treasurer

Budget:

- Last week I emailed your board packets, which included an Excel spreadsheet, put together by Phil, with examples of new apportionment plans for LRPA's membership fee structure. I also included a draft letter explaining the proposed change in LRPA's new fee structure. I'd like to discuss this under New Business so that Jeanne and I may work on the municipal membership renewal packages that go out in early spring. ****Discussion requested****
- Our 12/17/21 loan statement from Bank of NH shows that the principal balance as of December was \$6,770.88. Monthly payments are \$187.90 (\$160.47 principal, \$27.53 interest). The loan matures on 3/17/25.
- The Q1 2022 invoice of \$500.00 can go out to Belknap County anytime.
- As I wrote in the December 2021 update, I mailed the 2022 Belknap County Letter of Agreement (requesting \$2,000.00 annually) on Fri., 11/5. The County budget process is ongoing, so we will not know the status of our proposal until sometime in February or March.

Equipment/IT/Website/Studio:

- Update on status of back-ordered equipment: we received our two (2) new JVC 4K video cameras on Thurs., 1/13. The microphones for these cameras are still on back order. We can use

the mics from our old JVCs until the new mics come in. To date, we have received the two (2) cameras including power adapters and one (1) battery apiece, two (2) extra batteries for each camera, one (1) dual battery charger and one (1) 50' XLR cable. B&H Photo invoices as each part of the order ships, so I anticipate the invoice for the cameras to be on the February Visa bill (\$2,990.00, includes both cameras). I did not exceed the board-agreed budget allowance of \$4,000.00 for this equipment purchase.

Personnel:

- As planned, I've started training Jordan on more of the day-to-day activities in the station.
- I continue to work on a detailed operations manual so that daily operations get documented.

Production and Programming:

- After a busy late November through mid-December (including the Holiday parade, Auction, three virtual Christmas Village events, all live, and the recording of the first of three public meetings on the rehabilitation of the Laconia parking garage), production has been quiet. Omicron continues to disrupt plans for many meetings and live events.
- Occasionally, Jordan has been doing editing and production work from his home office. That has worked to our advantage with producers such as the Laconia Historical Society (I upload raw content into a shared Google drive and then Jordan edits it and send it back to me). He produces the New England Wolves Hockey show from TEG's studio at 65 Water Street, connecting with the Wolves virtually in their office at the Merrill Fay Ice Arena. Whenever necessary, Jordan comes into the station and works from here.
- I am still waiting to hear details from the City of Laconia regarding plans for a mayoral inauguration ceremony.
- I continue working from home most M-TH nights, from LRPA's laptop, to upload content to our server and to VOD. Most recently, there have been extra meetings each week due to municipal (and school board) budget work.
- New shows produced/aired or airing since late December 2021: Belknap County, Executive Council meetings, *New England Wolves Hockey*, religious programs, meetings from Belmont, Gilford, Laconia, Meredith and Northwood and updated Inter-Lakes, Laconia and Northwood School Board meetings.

Public Relations:

- I am sending press releases to newspapers.
- I present to the Gilford BOS on May 11.
- My second (and final) three-year term on the Lakes Region Chamber of Commerce BOD begins this January.
- My second term on the Greater Lakes Region Children's Auction BOD ends this July,