

Station Manager's Report, submitted by Grace McNamara on Thurs., 1/26/17
LRPA Board Meeting 1/27/17

As there was no December 2016 Board meeting, this report covers December '16 and January '17

Children's Auction Update:

- The Auction was a success, with a total of \$489,435 raised for children's charities across the greater Lakes Region. LRPA set up at Contigiani's on Sun., 12/4/16 and went back the next day to check audio and video connections. We were on the set from Tues., 12/6 - Sat., 12/10/16. Over the course of the week, LRPA staff and volunteers put in more than 60 hours of work. We collaborated with approximately 30 terrific Huot Media Arts students, a few of whom assisted on both the cameras and the switcher, as well as 11 evening volunteers who also made us very proud. (A thank you letter for the Huot was signed by Chan and sent via inter-office mail to both Ray Sleeper and Dave Warrender on Tues., 12/20/16.) LRPA also videotaped the first check distribution ceremony on Wed., 12/14/16 and plans on taping the others that will be held in February. I want to especially thank the volunteer work of Board members Joe Jesseman, who came on Tues., 12/6/16 to assist with three cameras, and Bob Hamel, who attended the event nearly every day and not only worked cameras but also the switcher (!) and helped us to pack up our equipment and move it back to the station. Everyone had to be out of Contigiani's no later than 2 p.m., and LRPA was out by 12:30 p.m. I also want to thank Shane Selling for another outstanding year of support. We absolutely could not do the show without him. The Children's Auction BOD was very pleased with LRPA's work. As always, we are honored to be a part of this event. The Children's Auction BOD plans on holding a day-long retreat to plan for this coming year and to go over changes, ideas, etc. for the future. I plan on being there and will bring Shane to discuss technical aspects of the program. Shane and I will also work on writing up the process and procedure for getting the Auction scheduled and programmed each year.

Administrative:

- We received our W2s from Paychex on Mon., 1/9, and I distributed them that week.
- I closed the office on Mon., 1/16 for MLK Day.

Budget/Fundraising:

- Our first fundraising letter campaign was executed the week on 11/28 – 12/2/16. Many thanks to those of you who came to the office and wrote personal notes on the 85 letters that went out to businesses across the Lakes Region. I put the letters in the mail on Mon., 12/5 (my goal, which I met, was to have them in the mail prior to the start of the Auction on Tues., 12/6/16). The final cost of printing and mailing this fundraising letter was \$178.72. So far, we have received fundraising checks from each of the following Lakes Region donors:
 - Byse Agency, Inc. (\$100)
 - HK Powersports of Laconia (\$100)
 - Lake Opechee Inn & Spa (\$200)
 - Mount Washington Cruises (\$100)
 - The Taylor Community (\$100)LRPA thanks these businesses for their support.
- On Wed., 1/25, we received our Q1 payment of \$1,462.50 from Belknap County.
- We have received \$350 from the sale of DVD copies thus far this 2016-'17 fiscal year.

Computer Equipment/IT/Studio:

- I am still waiting on the new hard drive for my PC (less than \$299) that I authorized Shane to purchase last month. The hard drive is beginning to experience failure.

Personnel:

- This semester, we are lucky enough to have two fantastic Huot interns, both from Gilford High School: Dustin Young (who was also with us in the first semester) and Brian Hogan. Welcome!

Production and Programming:

- Final 2016 meetings for Belknap County were taped as follows: Commission meetings taped on Wed., 12/7 and Wed., 12/21; Executive Committee meetings taped on Tues., 11/22 and Tues., 12/20; Delegation meetings taped on Tues., 11/22 and Mon., 12/12. Belknap County meetings that we have taped thus far in 2017 include Commission meetings on Thurs., 1/5, Wed., 1/18 and Thurs., 1/26; Executive Commission meeting on Mon., 1/23; Delegation meetings taped on Mon., 1/9, Fri., 1/20, and we will tape one on Tues., 1/31. There's another Delegation meeting scheduled for Tues., 2/7. Note that the Commission meetings have been moved to Thursday evenings beginning at 5:15 p.m. (prior to this, they were held on Wed. mornings at 9 a.m.). We were advised of the lengthy meetings ahead of time in order to plan accordingly, and for each meeting, I sent two operators (Tim, Zack and or myself). In accordance with our Letter of Agreement with the County (50 meetings total for the year), I recommend that next year we put an hour limit on these meetings (i.e., a meeting is 2.5 hours; anything longer is a considered new, separate meeting) ***Discussion required***
- As our 2016 contractual year with Belknap County is complete, the following summarizes our work for the County this past year:
 - 24 Commission Meetings taped (out of an allowed 26 per our Letter of Agreement)
 - 7 Executive Committee Meetings taped (out of an allowed 10)
 - 11 Delegation Meetings Taped (out of an allowed 10; however, the Letter of Agreement states that LRPA will cover up to 50 meetings total for the annual fee)

A reminder: LRPA's fee for taping the 2017 Belknap County meetings is \$5,850.00. As was noted on the first page of this report, we have received our Q1 payment of \$1,462.50.

- On Thurs., 12/1/16 we had our first "production for pay" shoot in the studio with Northern Lights Consulting. They shot for 4 hours, using two JVC cameras, three lights and one camera operator (Zack). They supplied their own SD cards and took the raw content to edit on their own. We were paid in full on Mon., 12/3/16 (\$500.00). It was a good learning experience for us. Having paid shoots in this studio is not optimal, as the LHS class schedule bells interrupt the shoot at a regular, ongoing basis. Hallway noise is also a concern. Based on these observations, I would strongly recommend that we develop a plan to shoot and produce content offsite rather than here at the studio. We can't overcome the noise obstacles. ***Discussion if necessary***
- We continue to download movies, TV shows, cartoons and more in the public domain.
- We welcome two new shows to LRPA:
 - Gilford Public Library Lectures: lectures taped at the GPL
 - M Power Hour: inspirational and informative show hosted by life coach Filomena Day
- LRPA has stopped production and/or programming on two shows:
 - *The Mitchells Talking Comics* : the producers are too busy to keep up with the creation of new content
 - *Now & Then*: This is a show from LRPA's past. The host, local legend Esther Peters, has been deceased for several years.

- New shows aired/airing in December '16 and January '17: *Art to You* (taped on location at the Belknap Mill), Belknap County meetings, *Bill York's World*, *The Cartoon Vault*, Gilford Candlelight Stroll, Gilford Public Library Lectures, Greater Lakes Region Children's Auction (live), Greater Lakes Region Children's Auction Check Distribution Ceremony, Laconia Christmas Village, *The Groove Tube*, *How Local Government Works*, Humane Society, 2016 Laconia Holiday Parade, Laconia Historical Society, 2016 Laconia Motorcycle Week Public Forum, *LRPA After Dark*, LRPA Nov. and Jan. Board meetings, *M Power Hour*, NH Executive Council, NHHS *Pet of the Week*, religious programs, two episodes of *Stand Up Laconia*, updated meetings from Belmont, Gilford, Laconia, Meredith and Northwood, updated School Board meetings from Laconia and Meredith

Public/Community/Station Relations:

- LRPA's letter to the editor regarding the Right to Know Law was emailed out to the media listed in November's Station Manager's Report (*Laconia Daily Sun*, all Salmon Press papers, *Suncook Valley Sun*, *Concord Monitor*) on Tues., 11/29/16; the letter was printed in the *Laconia Sun* and Salmon Press papers, but to the best of my knowledge, did not appear in the *Suncook Valley Sun* or the *Concord Monitor*.
- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and I have added *The Weirs Times*; I also send to the *Laconia Sun*.