

Station Manager's Report, submitted by Grace McNamara on Tues., 1/29/19

Administrative:

- The station was closed on Mon., 12/24 – Wed., 12/26 for Christmas, on Tues., 1-1 for New Year's Day, and on Mon., 1/21 for MLK Day.
- I received LRPA's 2018 W-2s from Paychex on Mon., 1/14. All were distributed, either in person or via certified USPS, that same week. I received the USPS return receipt on Fri., 1/25.
- I'd like to meet with Christine Blouin at the Laconia SAU regarding the renewal of our lease.
- During New Business, we should finalize details for LRPA's Annual Meeting, to be held on Wed., 3/2, at 5:00 p.m. (place TBD). ***discussion during New Business***
- Our 2018-'19 Board meetings are **on the last Wednesday of each month at 3:00 p.m.** at the station. Date are Feb. 27, March 27 (Annual Meeting, 5:00 p.m.), April 24, May 29 and June 26.
- **I will be on vacation from Fri., 3/8 – Fri., 3/15.** I will work with Jordan and Shane to make sure there is adequate office coverage during that week.

Budget/Fundraising:

- During New Business, we need to discuss the details of LRPA's 2019 per subscriber rate. Atlantic Broadband must be contacted for the number of basic cable subscribers in each municipality (I am not allowed to ask about or receive this information). The contact person is Edward Merrill, General Manager. His phone number is (603) 527-3634. I think that his email address is emerrill@atlanticbb.com. Then the Board must set the 2019 per cable subscriber rate for our municipal members. For the past two years, the rate has been set at \$6.50 per cable subscriber. I recommend that this rate be set at Feb's Board meeting, scheduled for Wed., 2/27. I will work on the municipal contracts and cover letters next month. ***discussion during New Business***
- Thus far in FY 2018-'19, LRPA has collected \$70.00 in miscellaneous revenue.

Equipment/IT/Website/Studio:

- Shane installed the content backup server on 12/15/18 and the first completed backup was on 12/17/18. The system drive is backed up daily and content is backed twice each week. It has been working well since its installation and Shane is very pleased with its performance.
- To augment the audio on our two Canon VIXIA cameras, we ordered one small shotgun condenser microphone (and a compatible mount) for \$70.00. We received the mic and mount on Tues., 1/22. The mic will be great for producers who need a bit more audio in the field.

Personnel:

- On Mon., 12/31, I hired Jordan Chase-Lund as a part-time Video Technician. He has been working steadily since then, covering meetings for Belknap County and the town of Belmont as well as catching the station up on editing. Jordan is completing his Associate's degree in Media Arts at Lakes Region Community College. He is a graduate of Belmont High School and was a two-year participant in the Huot Technical program, which is how I met him. Jordan will not have a set studio schedule (at least not until May), but will come in as needed. His priorities will be Belknap County meetings, municipality-related work, studio and location shoots, and editing producer materials. Welcome, Jordan!

Production and Programming:

- The 2018 Greater Lakes Region Children's Auction had another banner year, raising a record \$580,584. We set up on Sat., 12/1 and worked the Auction from Tues., 12/3 – Sat., 12/8. The

Huot's Digital Media Arts students were particularly great this year, with several choosing to direct and/or switch the program. Many thanks to them and to their teacher, Ray Sleeper, for their excellent work as well as for the loan of their equipment. I sent a thank you letter, signed by Trish, to Ray and David Warrender, Huot's Director of Career and Technical Education, on Mon., 12/17. We had many wonderful evening volunteers, including Board members Bob Hamel and Joe Jesseman (both of whom also helped with breakdown). I am proud of the tremendous work done by LRPA. I want to especially thank Shane Selling of SOS Tech for another incredible year of direction and technical production.

- Since the Board last met on 11/28/18, we have taped 13 new Belknap County meetings, including 4 Commission, 2 Delegation and 7 Executive Committee meetings. Two of those meetings (3.5 and 5 hours respectively) were held during the week of December 24. Most of the Exec. Comm. meetings have gone at least 2.5 hours and one early meeting ran 5+ hours. Many have been held on Friday evenings starting after 6:30 p.m. and running close to (or after) 10 p.m. The schedule has been brutal. Despite being down one employee for part of that time, LRPA never missed a meeting and got all of the meetings up on VOD within 36 hours. Once again, I want to stress once that, while the County pays less than most of our municipal members, LRPA does much more work for the County than any of our members or producers. A five hour meeting takes *at least* another 5 hours to edit, render, produce and upload to VOD. Jordan worked one 10+ hour day! Please remember this during budget time. 😊
- I have made significant changes to the weekly programming schedule. I attached a copy of the new schedule to your Board meeting packet. The changes have added a few new shows to the schedule and eliminated some shows that had not been updated by their producers in 1-2 years. Most importantly, I have added each municipality's meetings to the weekly Channel 25 schedule as well as regular time slots for Belknap County and NH Executive Council meetings. Now community members that are not Atlantic Broadband subscribers can watch their municipal meetings on our internet Live Stream simulcast here: <http://lrpa.org/watch-us-live/>
- On Thurs., 1/24, I contacted David Kline, Sr. Video Engineer at Atlantic Broadband, to see how LRPA could get our schedule published in the on ABB's air guide. There is a charge associated with this, and according to David, it's likely out of our price range (which is why access stations don't usually list their programming on these guides). He will follow up with me this week.
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/aired or airing since the end of November: Belknap County meetings, Belmont Community Town Meeting on Buildings, *Chefs Table Series*, *Fitness Made 4 You*, *Gilford Public Library Lectures*, Holiday gathering in Belmont, Laconia Historical Society, *LRPA After Dark*, LRPA November Board Meeting, Lakes Region Singers Christmas Concert, National Gallery of Art, NH Executive Council (3), *O! Melodious Show*, *Today in Focus*, religious programs, *Seabirds by Air & Sea*, meetings from Belmont, Gilford, Meredith and Northwood, and updated School Board meetings from Laconia and Inter-Lakes.

Public/Community/Station Relations:

- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun*, and also in the *Laconia Daily Sun*.