

**Station Manager's Report, submitted by Grace McNamara on Wed., 1/31/18****Administrative:**

- In observance of the Christmas holiday week, the office closed at noon on Fri., 12/22 and was open until 12 noon T-F, 12/26 – 12/29.
- We closed on Mon., 1/1/18 for New Year's Day and re-opened at 9 a.m. on Tues., 1/2.
- We closed on Mon, 1/15 for the MLK holiday and re-opened at 9 a.m. on Tues., 1/16.
- The 2017 Greater Lakes Region Children's Auction's was a record-breaking success, raising \$539,153 for local children's charities. We set up on Sat., 12-2 and Sun., 12-3, finalized the set on Mon., 12-4 and worked the Auction from Tues., 12-5– Sat., 12/9. The students from the Huot's Digital Media Arts program were fantastic, working both the cameras and the switcher; 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 Chan, to Ray and David Warrender, Huot's Director of Career and Technical Education, on Mon., 12/18. We had 10 adult volunteers work for us in the evenings, including Board members Bob Hamel, Joe Jesseman and newbie Trish Stafford! Nancy LeRoy also visited the set to lend her support. It was an outstanding Auction; we worked very hard and received many thanks from the Auction Board and community members. I want to especially commend the work of Shane Selling, without whose hard work and dedication we could not cover this event. Thank you all for your support.
- I received LRPA's 2017 W-2s from Paychex on Tues., 1/9. All were distributed, either in person or via USPS, by Thurs., 1/11.
- Remaining Board meeting dates for 2017-'18 include 3/28 (Annual Meeting, 5:00 p.m., place TBD) and 5/30. Meetings, unless changed, are on Wednesdays at 8:30 a.m. at the station.

**Budget/Fundraising:**

- I mailed the annual fundraising letter out on Fri., 12/1. As of Tues., 1/30/18, we have received the following donations:
  - Funspot, \$50 (received Fri., 12/8)
  - Irwin Automotive Group, \$100 (received Wed., 12/13)
  - Patrick Wood Law Office, PLLC, \$50 (received Fri., 12/15)
  - Plus the ongoing gift-in-kind from MetroCast

These four 2018 sponsors have been acknowledged on LRPA's website homepage (Shane made this change on Wed., 1/10). On Thurs., 1/18, Shane also created a new sponsorship promotion that I run at least twice per day on Channels 24, 25 and 26 as well as on LiveStream.

- On Thurs., 12/14 we received the 2017 Q4 payment of \$1,462.50 from Belknap County.
- On Tues., 1/9, Jeanne sent the Q1 invoice of \$1,625.00 to Belknap County (via Quickbooks). We have yet to receive our Q1 payment, and I do not expect it anytime soon, as the County's budget has yet to be set.
- On Thurs., 1/18, I received an email from Paychex noting that they had reinstated our original 30% discount until October 2018. It will be revisited again at the time.
- We have received \$130 from the sale of DVD copies and miscellaneous revenue thus far this 2017-'18 fiscal year.

**Production and Programming:**

- We have taped 10 Belknap County meetings since the November 29, 2017 LRPA Board Meeting. In 2017, we taped:
  - 24 Commission meetings

- 18 Delegation meetings
- 5 Executive Committee meetings

This totaled more than 80 hours of content, approximately twice the hourly amount in 2016. We have taped one Commission meeting (with a new one being taped on Thurs., 2/1) and two Delegation meetings thus far this calendar year.

- On Fri., 1/5, Ken Curley contacted Shane to get a quote on a Live Stream system for Northwood. Ken noted that he had been hearing complaints about the lag time in getting Northwood meetings on the air. Shane referred the email to me. I saw it on Mon., 1/8 and responded with a quote and an explanation as to why this has been happening. I am sharing the content of this original email below, as I am concerned about what this issue may mean for LRPA's long term relationship with Northwood and would like to discuss it in our meeting (**discussion requested**):

*I understand from your original email that there have been complaints regarding the lag time between when Northwood meetings take place and when they air. This is a valid complaint. I have expressed concern about this issue with both with Gary Garnett (Northwood's IT person) and with Joe Gunter; I've cc'd Joe on this email. LRPA runs Northwood meetings during the town's regularly scheduled programming slots (Friday evenings and all day Saturdays) as soon as we receive them. The problem continues to be that we receive the DVDs about one month after the meeting date. The latest example: the last three meetings that we received from Northwood were the 11-14 Selectboard meeting, the 11-16 School Board meeting, and the 11-27 ZBA meeting. All three came in a package that arrived via USPS on Thursday, Dec. 21, and were immediately ripped and programmed, available to be viewed the following day. (I have attached a screen shot of our software so that you can see the meeting's title, date and the date it was ripped and programmed.) We have not received any content since Dec. 21. I understand that this is not fast enough. I am uncertain as to why this is happening. Producers and municipalities have the option of uploading content directly to us via Dropbox. Gary has expressed disinterest in exploring this option. LiveStream would certainly take care of this issue, as the streamed content can be downloaded after the end of the meeting and programmed by LRPA on Channel 26.*

- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/ airing in Nov. – Jan.: Belknap County meetings, Belknap EDC update on the Colonial Theatre, *Bill York's World*, *Gilford Public Library Lectures*, Greater Lakes Region Children's Auction, *The Groove Tube*, Humane Society Pet of the Week, Laconia Historical Society, Laconia Holiday Parade, *LRPA After Dark*, LRPA Nov. Board meeting, NH Executive Council (5), religious programs, updated meetings from Belmont, Gilford, Meredith (3 live meetings) and Northwood and updated School Board meetings from Laconia and Meredith.

#### Public/Community/Station Relations:

- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and I to the *Laconia Sun*.
- On Wed., 1/10, I was voted in for a second, three-year term on the Greater Lakes Region Children's Auction Board of Directors. On Thurs., 1/25, I began a three-year term on the Lakes Region Chamber of Commerce Board of Directors. I look forward to serving the greater Lakes Region community on these boards and am hopeful that the exposure will be good for LRPA!