

## Station Manager's Report, submitted by Grace McNamara on Monday, 2/25/19

### Administrative:

- **I will be on vacation from Fri., 3/8 – Fri., 3/15.** I will work with Jordan to assure that there is adequate office coverage during that week. I emailed the producers and municipalities on Mon., 2/25 to inform them of the days that they may come into the office. Due to Jordan's part-time status, the office will be open that week on Mon., 3/11, 9-11:30 a.m.; Wed., 3/13, 11:30 a.m. – 2:30 p.m.; and Fri., 3/15, 9- 11 a.m. Note that the office will close on Fri., 5/8. Shane is also aware of my vacation status and will assist Jordan as needed.
- Under Old Business, I propose starting a discussion on concrete plans to recruit new Board members as well as forming committees to work on projects. ***\*discussion during Old Business\****
- Under 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. Dates are March 27 (Annual Meeting, 5:00 p.m.), April 24, May 29 and June 26.

### Budget/Fundraising:

- During New Business, I recommend that the Board votes to set the 2019-2020 per cable subscriber rate for LRPA's municipal members. Over the past week, Atlantic Broadband's General Manager Edward Merrill gave the subscriber information to each of our municipal members (numbers were as of 12/31/18). The breakdown is as follows:
  - Belmont: 1,505 (up 174 subscribers from 2018)
  - Gilford 2,642 (up 312 subscribers from 2018)
  - Laconia: 4,854 (up 676 subscribers from 2018)
  - Meredith: 2,267 (up 376 subscribers from 2018)
  - Northwood: No report as of 2/25/19

Once this rate has been set, I can finalize each municipality's contract and cover letter and Jeanne can generate the invoice that goes with each package. Note that for the past two years, the rate has been set at \$6.50 per cable subscriber. ***\*discussion and vote during New Business\****
- Jeanne requested that I contact Paychex regarding the significant rate increase to process our payroll. I contact our representative on Wed., 2/20. Paychex has agreed to increase our discount from 10% to 50% for one (1) year. This 50% discount will be applied starting with LRPA's next payroll, on Fri., 3/8.
- Thus far in FY 2018-'19, LRPA has collected \$105.00 in miscellaneous revenue.

### Equipment/IT/Website/Studio:

- The week of 2/4/19, I updated the programmatic changes on LRPA's website to reflect our new schedule.
- In the upcoming fiscal year, we will be charged more for Live Stream. Currently we pay \$49 per month (\$588 annually). That charge is going up to \$900, a difference of \$312. As part of this new pay structure, we will get the ability to "live embed" their stream of channel 25 right into our website (lrpa.org), which is a nice feature.

### Personnel:

- Jordan continues to work on County meetings, editing producer programs and learning the basic operations of the station. He is doing a very good job.

**Production and Programming:**

- Since the Board met on 1/30/19, we have taped 7 new Belknap County meetings, including 3 Commission, 3 Delegation and 1 Executive Committee meeting. We have taped a total of 15 Belknap County meetings so far this year. At this point last year we had taped 6 meetings. It is difficult to project how many County meetings will be held in any given year, or how many production hours will go into covering these meetings. When we set our budget, we do so many months in advance of the County's fiscal year. I recommend that the County's agreement be increased by \$1,000 to \$7,500 annually (each quarterly invoice would be \$1,875). At \$50 per hour, that's an increase of 20 hours per year – very reasonable based on the work we've done so far this year. **\*discussion and vote during New Business\***
- 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 January: Belknap County meetings, Belmont Deliberative Session, *Chefs Table Series*, *5G Wireless Invasion*, Laconia Historical Society, *LRPA After Dark*, LRPA January Board Meeting, National Gallery of Art, NH Executive Council (2), *O! Melodious Show*, religious programs, 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*.
- My next update to the Gilford Board of Selectmen is set for their regular meeting of Wed., 5/22.