

Station Manager's Report, submitted by Grace McNamara on Mon., 3/27/17
LRPA Annual Board Meeting 3/29/17

As there was no February 2017 Board meeting, this report covers February and March, 2017

Administrative:

- Due to inclement weather, I closed the office at noon on Tues., 2/7, and I closed the office entirely on Thurs., 2/9, Mon., 2/13 and Tues., 3/14. On the days that LHS had a two hour delay, we were still in the office by 9:00 a.m. The producers have been informed of all of our closings in a timely manner. We were open on President's Day, Mon., 2/20.

Budget/Fundraising:

- Per our agreement with our current station sponsors, we are running a spot that says:
 - Today's programming has been sponsored by:
 - Byse Agency (LRPA created this spot)
 - HK Powersports (LRPA created this spot)
 - Lake Opechee Inn & Spa (Provided to LRPA)
 - Mount Washington Cruises (LRPA created this spot)
 - The Taylor Community (Provided to LRPA)

The spot has royalty-free music running under the graphics. It runs twice per day on each of our three channels and therefore runs twice per day on our Live Stream simulcast of Channel 25.

- Also per our sponsorship agreement, Shane loaded each of the above mentioned sponsors' logos onto the home page of our website.
- Jeanne has invoiced Belknap County for the Q2 payment of \$1,462.50.
- Belmont has been invoiced for their annual payment of \$750.00 to renew Live Stream service.
- Bob Hamel and I have been in touch with Marci DeCarli at Bank of NH Pavilion to set up a sponsorship discussion meeting. We are hoping to do so before the end of April.
- We have received \$425 from the sale of DVD copies thus far this 2016-'17 fiscal year.
- One of our producers has expressed some interest in having LRPA produce a set of instructional DVDs that he could market to the public. My discussions with him are in the preliminary stages.
- Please see the item under IT (below) regarding the Blackmagic ATEM Television Studio HD and how this might be used to generate new revenue for the station.

Equipment/IT/Website/Studio:

- On Wed., 2/22, Eric Greenfield (LHS compliance officer) visited the studio to inspect our offices prior to a building-wide insurance examination scheduled for this spring. While we are in good shape in most areas, in order to be in compliance with all regulations we had to make the following changes in our facility:
 - Remove all unused cardboard boxes throughout station (completed 3/10)
 - Remove all cleaners & disinfectants that may be hazardous (completed 3/10)
 - Remove TVs from above cabinets in lobby (completed 2/18)
 - Get the Ethernet wire off of the floor of the server room entrance (completed 2/23)
 - Tape the lobby rug down with 3M double-sided tape (LHS maintenance completed 3/6)
 - Eliminate the two (2) studio curtains that are NOT fire resistant (beige and blue curtains). Bids went out Wed., 2/22; we chose Northeast Stage of NJ as our vendor and order was submitted on Fri., 3/17. Cost estimated at about \$570 including shipping, expected delivery will be the week of April 17. LHS maintenance will install new curtain.

- Shane has discovered a new product, the Blackmagic ATEM Television Studio HD, a portable and affordable live production switcher. It features 4 SDI and 4 HDMI inputs that would allow us to connect up to 8 sources (what we have with our current switcher) to produce live events, both in the studio and in the field. It is fully compatible with Livestream and other platforms that we may use in the future, such as Youtube, Facebook Live, etc. Shane and I are confident that a trained production team could easily take this device into the field and produce a very professional live event. This is a service that companies in the greater Lakes Region might be willing to buy. To learn more about this device, go to their website at <https://www.blackmagicdesign.com/products/atemtelevisionstudiohd> ***Discussion required***
- On Wed., 2/8, Shane used the LRPA VISA card to purchase the station a one year's subscription to Dropbox, to be used as LRPA's uploading solution. The annual cost is \$100. We had held off on making this purchase because we had formerly used the free version of Dropbox, which only held 2.6 GB. For most of our producers, this isn't enough space and we were starting to get complaints. We now have 1 TB of available space. I sent an email to producers on Wed., 2/15 to let them know of the new service (including simple instructions on how to use it). We have also updated our website to reflect this addition.
- As we have had some changes to our programming lineup, Shane assisted me in updating our website to reflect these modifications. Our website now correctly reflects exactly what we're playing on all three MetroCast channels (24: Education, 25: Entertainment, 26: Government).
- Speaking of the website: I need a profile photo of Chan and both a profile photo and bio for Joe. Chan and Joe, I can use a good photo taken with a phone (profile, not horizontal). Joe, as for your bio, go to this page on our website: <http://lrpa.org/board-of-directors/> to get an idea of what I'm looking for and tell me your life story! 😊

Personnel:

- We have picked up one more Huot intern for the semester: Jordan Chase-Lund, a senior from Belmont High School. He's a dynamo on the switcher and a terrific addition to the team!
- As of Fri., 3/10/17, Technician Zack Horne has left LRPA to pursue a full time position elsewhere. He will remain on the payroll to work on a part-time basis throughout the spring until we can find a replacement. We wish Zack the very best in his new career!

Production and Programming:

- Belknap County meetings taped since the Jan. LRPA Board Meeting include the following:
 - Tues., 1/21 (Delegation, meeting length 02:44:35)
 - Thurs., 2/2 (Commission)
 - Thurs., 2/16, (Commission)
 - Tues., 2/21 (Delegation, meeting length 04:12:27)
 - Tues., 2/28 (Delegation, meeting length 02:20:29)
 - Thurs., 3/2 (Commission)
 - Fri., 3/10 (Delegation, meeting length 02:08:33)
 - Mon., 3/13 (Delegation, meeting length 01:07:17)
 - Wed., 3/15 (Commission)
 - Tues., 3/28 (last-minute Commission)
 - Tues., 3/28 (Delegation)

Note that the Delegation meeting scheduled for Tues., 2/7 was cancelled due to inclement weather and the Delegation itself cancelled the meetings scheduled for Mon., 3/20 and Fri., 3/24. April meetings have yet to be announced. So far this year we have taped 17 (out of an allotted 50) County meetings, *more than 30 hours of content*:

- 10 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
- 6 Delegation Meetings (out of an allotted 10)
- 1 Executive Committee Meeting (out of an allotted 10)

As I previously stated in my January Station Manager's report, I recommend that next year's Letter of Agreement be re-written to reflect the amount of work that LRPA produces for the County. One suggestion might be to include an hour limit on meetings (i.e., a meeting is 2.5 hours; anything longer is considered a separate meeting) ****Discussion required; see item below for possible inclusion in discussion****

- A member of our viewing public called to complain about the lag time experienced in posting Belknap County meetings (specifically, Delegation meetings) to video on demand (VOD) on LRPA's website. This viewer's expectation was that we should be able to meet a 24 hour turnaround period for new meetings – impossible in the way we currently tape and produce County meetings. Our Letter of Agreement with the County does not include any specified turnaround time; I strongly recommend that 2018's should. For the record, we try to get meetings uploaded within 3-5 business days, and we normally have them uploaded to VOD within 3 business days. As previously noted, this year's Belknap County meetings have been exceptionally long (one Delegation meeting lasted 5 hours *with no break*). Perhaps we bid a different solution to the County, one that might include live streaming their meetings? This would make them available to watch and immediately after the end of each meeting on VOD, but would require a different Letter of Agreement. ****Discussion required****
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/aired/airing in February & March: *Art to You* (3 episodes), Belknap County meetings, *Bob & Kaye's Motorcycle Touring*, *The Cartoon Vault*, Greater Lakes Region Children's Auction Check Distribution Groups B & C Ceremony, *The Groove Tube*, *Humane Happenings*, Laconia Historical Society (2 episodes), *LRPA After Dark*, LRPA Jan. Board meeting, *M Power Hour*, NH Executive Council (2 meetings), NHHS *Pet of the Week*, religious programs, *Stand Up Laconia* (2 episodes), updated meetings from Belmont (including Deliberative Session, which we taped), Gilford, Laconia, Meredith (2 live meetings and the annual Town Meeting, which we taped) and Northwood, 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 have added *The Weirs Times*; I also send to the *Laconia Sun*.