

Station Manager's Report, submitted by Grace McNamara
LRPA Annual Meeting 3/30/16

Administrative:

- We will be putting out new front door sign up within the next week
- We had a dead mouse (!) in the equipment closet two weeks ago. **brief discussion required**
- I propose that the LRPA office close on Fridays during the summer, beginning on Friday, 6/17 and continuing through Friday, 9/2. This should not disrupt service to our producers, as we typically do not tape shows on Fridays and tape far fewer shows in the summer overall. Closing on Fridays would save approximately \$850 in payroll. I feel that it would incentivize the techs to work very productively from M-Th. I have access to the server, telephone and email from home, so I would work remotely on Fridays. Not being in the office one day per week would allow the maintenance department to accomplish some tasks, such as waxing our floors, more easily than if we were on site. Finally, as we all have access to the office, any of us could very easily open it up for any reason. If the Board agrees, I plan to begin telling our various publics about our new summer hours starting in May. ** discussion required**

Budget/Fundraising:

- On Mon., 3/7, we received a response to the grant proposal submitted to Franklin Savings Bank. Of the 15 proposals submitted, seven projects were awarded funding; LRPA did not make the cut. However, we received positive feedback on the high quality of our proposal and were encouraged to re-apply this July. We may only apply for this particular grant twice in one submission year.
- On Mon., 3/28 I met with Paul Fuller, a retired sales and marketing professional who wants to consult for LRPA in the area of underwriting and sponsorships. He is looking for a flat consultation fee in exchange for making phone calls and introductions that may lead to sponsorships or underwriting from area businesses. **nonpublic discussion required **
- On Tuesday, 3/29, I sent the Q2 invoice to Belknap County for their payment of \$1,250. This is the final payment that we will receive from the County in *our* fiscal year, but the second of four payments in *their* fiscal year.

Computer Equipment/IT/Studio:

- Shane rewrote the procedure for uploading content to our website, as well as preparing content to be given to us via a digital transport device (e.g., flash drive, external hard drive, etc.). The goal of the new procedure is to make the upload/preparation process simple and straightforward. Shane also made changes to the procedure that our technicians use to convert videos. The change will make their job faster and easier as well as save space on our server.
- We are in the process of bidding the website redesign job to two finalist vendors. We received bids from each based on an initial proposal that Shane and I put together. The bids were under our allowed budget of \$1,500. However, the original template that we chose to use for the website is no longer being supported by WordPress, so we have chosen another, similar template and our vendors are re-bidding the job.

Personnel:

- Asia Merrill, our Huot student intern, continues to do fantastic work in our office, as you will note from her work listed below!

Production and Programming:

- Belknap County Commission meeting taped on Wed., 3/2 and Wed., 3/16; next Delegation meeting will be taped on Mon., 4/4
- New *Here's to Your Health!* taped on Thurs., 3/3 and Tues., 3/15

- New show, *Bill York's World*, taped its premiere episode on Thurs., 3/17; next episode will be taped on Thurs., 3/31
- Stand Up Laconia sponsored an evening at Laconia High School with filmmaker and former addict Richie Farrell on Wed., 3/9; Asia taped the event and Mr. Farrell is taking her edited presentation around the country with him to show at various events
- Three new *Art to You* episodes taped on Tues., 3/15
- On Tues., 3/15, Asia taped the Laconia Fire Department Open House
- Belknap County Economic Development Council Annual Meeting taped on Wed., 3/16
- New *Today in Focus* taped and edited on Thurs., 3/17
- 4th Annual Belmont Leprechaun Leap 5K taped on Sat., 3/19
- We continue to download movies, cartoons and other programs in the public domain; we showed a special Easter-themed movie last Friday and Saturday (as well as Bugs Bunny cartoons)
- New shows aired/airing in March: Belknap County meetings, Belknap County EDC annual meeting, *Bill York's World*, *Here's to Your Health!*, Laconia FD Open House, Laconia Historical Society, Leprechaun Leap 5K, *LRPA After Dark*, NH Executive Council, NHHS *Pet of the Week*, updated meetings from Gilford, Laconia, Meredith (live meetings on 3/7 and 3/21) and Northwood, several religious programs
- As a reminder: In April, we will premiere the new Mitchell Comics program and tape the mini Ms. Senior New Hampshire pageant

Public/Community/Station Relations:

- On Thurs., 3/24, LRPA signed a Statement of Support for the Guard and Reserve from the ESGR, the Employer Support of the Guard and Reserve, an office of the Department of Defense. The ESGR Concord office offered this Statement of Support to LRPA as a result of our producer Bill York's premiere episode of *Bill York's World*, which featured ESGR State Chair David Quinn and Region 4 Chair Bruce Thompson as guests of his show. We were proud to sign this statement of support for Guardsmen, Reservists, transitioning service members and veterans.
- On Fri., March 25, I accompanied Jeanne to a luncheon meeting of town and city administrators hosted by Scott Dunn in Gilford. I talked about the changes at the station and about the new LiveStream opportunity. The meeting went well; the group asked good questions and listened attentively to my talk. I have heard from Paul Branscombe, Town Administrator in Gilmanton, who wants to discuss bringing the Live Stream service and device to their town. Paul has put me on the agenda for next Monday, 4/4's Selectman's meeting.
- LRPA After Dark press releases have been running fairly regularly in the Salmon Press papers, the *Citizen* and the *Sun*. The goal is to send out at least one press release per week.