

Station Manager's Report, submitted by Grace McNamara on Thurs., 4/20/17

Administrative:

- Yesterday, Board member Ken Curley emailed me his resignation from the LRPA Board. I will bring a copy of the email to Friday's meeting. Many thanks to Ken for his 13 years of excellent service and commitment to LRPA. We wish him all the best in his future endeavors.
- According to items that I have read in the *Laconia Sun*, (a feature story and recruitment ads), LHS plans on resuming woodworking classes beginning this fall. As the woodworking classroom and our studio share a common wall, noise coming from the shop (saws, the airflow system, etc.) will be an issue. I have been told by previous employees that, when woodshop was being offered, the noise made shooting quite difficult. In order to get more information about this change, I have set a meeting with Christine Blouin, the SAU's Business Administrator and LHS Principal David Bartlett for Wednesday, May 3 at 10 a.m. One possible solution that we have discussed internally would be to swap our office and studio spaces, thereby buffering the noise. There are pros and cons to this, but as a cheap solution, it may be the best. I will report back to you on the result of our meeting.
- I was out of the office on Wed., 4/19 to attend the 2017 Nonprofit Summit sponsored by the Lakes Region Chamber of Commerce. Among the many useful ideas that came out of the session: we should have working subcommittees to address station needs (finance, marketing, strategic planning, board succession, volunteers, etc.) that are made up of members from both the Board and the community. I'd like for us to work on this as we move toward our new fiscal year (starts July 1). ****Discussion required****

Budget/Fundraising:

- Jeanne prepaid our MetroCast and BONH Visa invoices before she left on vacation so that our accounts payable would stay current.
- On Fri., 4/7, we received from Belmont our annual payment of \$750.00 to renew their Live Stream service.
- Jeanne invoiced Belknap County for the Q2 payment of \$1,462.50 last month. I followed up on this invoice and it is scheduled to be mailed to us on 4/20/17.
- When Jeanne gets back, we need to send out invoices to the municipalities for FY 2017-2018. I attached a draft copy of my accompanying letter to this report. ****Feedback encouraged****
- We have received \$455 from the sale of DVD copies thus far this 2016-'17 fiscal year.
- I continue to reach out to Marci DeCarli at Bank of NH Pavilion to set up a sponsorship discussion meeting, but as of today, have had no luck. ****Nonpublic discussion****

Equipment/IT/Website/Studio:

- On Thurs., 4/13 we received the new studio curtain from Northeast Stage. As I have previously stated, LHS maintenance will install the new curtain. However, based on the result of my meeting with the Laconia SAU regarding the return of woodshop classes (see first item under *Administrative*, above), I will wait to request the curtain installation.
- I am pleased to report that more producers are using our Dropbox account to upload their content to LRPA.

Personnel:

- I have not yet advertised the Technical Assistant opening in the studio, as Tim and I currently are covering the workload. I do anticipate that there may be conflicts in our summer schedule, as

Tim plans to be out of the office for three weeks in July. I will continue to discuss future contractual work with our interns.

Production and Programming:

- Belknap County meetings taped since the March 29 LRPA Annual Board Meeting include:
 - Thurs., 4/6 (Commission, meeting length 01:40:44)
 - Mon., 4/10 (Executive Committee, meeting length 03:04:59)
 - There will be a Commission meeting taped the evening of Thurs., 4/20

May meeting dates have yet to be announced; likely Commission meetings on 5/4 & 5/18. So far this year we have taped 20 (out of an allotted 50) County meetings, *35+ hours of content*:

- 10 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
- 8 Delegation Meetings (out of an allotted 10)
- 2 Executive Committee Meetings (out of an allotted 10)

I would like bring a draft 2018 Letter of Agreement with Belknap County to the Board for next month's meeting.

- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/aired/airing in April: Belknap County meetings, *The Cartoon Vault*, *The Groove Tube*, Laconia Historical Society, *LRPA After Dark*, LRPA March Annual Board meeting, *M Power Hour*, NH Executive Council (2 meetings), religious programs, updated meetings from Belmont, Gilford, Meredith (2 live meetings) 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*.