

Station Manager's Report, submitted by Grace McNamara
LRPA Board Meeting 4/22/16

Administrative:

- We bid our website project out to four different vendors. Of the four, two came back at too high a price; one of the vendors wants to re-bid to see if she can come in lower. Of the other two, both Shane and I feel that one is under-qualified for the project. The final vendor will likely be the best choice of all four. The final vendor owes us one more proposal based on a few changes that Shane and I made to the initial bid sheet, and we are waiting on his answer.
- On Tues., 4/12 I attended the Lakes Region Chamber of Commerce Non-Profit Summit, held at the Chase House in Meredith. It ran from 8 – 12 and cost \$15. I was only able to stay for the first of three segments, which focused on the roles of board members. It was very informative and interesting. I have several handouts from the session and would like to share and talk about them at the May Board meeting.
- On Friday, 4/15, Shane and I went on a second tour of potential Children's Auction sites (out of the first five sites, all were rejected by the Children's Auction committee). We believe that the final site selection has been made, and are scheduled to measure and make logistical decisions about the proposed site next Thurs., 4/28. * *Nonpublic discussion if desired* *
- On Wed., 4/20 I sent the first notice to our producers and municipalities that LRPA will be closing the office on Fridays during the summer. I will send a second notice to everyone on Mon., 5/23. I will also change the voicemail to reflect the summer hours. As a reminder, this change will be in effect from Fri., 6/17 – Fri., 9/2 inclusively. On those Fridays, I will work remotely from home. I can and will open the office on any Friday as needed.

Budget/Fundraising:

- On Mon., 4/4 I mailed the 2016-17 dues invoices to the municipalities of Gilford, Laconia, Meredith and Northwood; Jeanne kept Belmont's invoice. I attached a letter thanking each municipality for its continued support of LRPA. So far, Belmont and Gilford have approved the dues for next year – thank you!
- On Mon., 4/4, I presented the LiveStream proposal to the town of Gilmanton at that evening's Board of Selectmen meeting. They were receptive. As a follow up: on Mon., 4/18, Gilmanton held a public hearing regarding amendments to the MetroCast franchise agreement with that town; MetroCast general manager Ed Merrill spoke about the changes which seem to indicate that Gilmanton can get back into the agreement and can collect the franchise fee from MetroCast (if it wishes). I am waiting to hear if that means that Gilmanton may choose to renew its membership to LRPA and will let you know as soon as I hear.
- On Tuesday, 3/29, I sent the Q2 invoice to Belknap County for their payment of \$1,250, and we received the payment on Tues., 4/19 (Jeanne will deposit the check upon her return from vacation). 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. As a follow up –
- Our current (2016) contract with Belknap County specifies that for LRPA's annual fee of \$5,000 we agree to tape:
 - 26 annual Commission meetings (By the end of April, we'll have taped 8 out of 26)
 - 10 annual Delegation meetings (By the end of April: 8 out of 10)
 - 10 annual Executive Committee meetings (By the end of April: 1 out of 10)
 - By the end of April, we'll have taped 17 meetings totalDelegation meetings are not "equal" to Commission meetings, in terms of length or of difficulty in taping. Therefore, I would like to discuss the County contract at our May Board meeting.

- At this Board meeting, I would like us to discuss the possibility of the Board voting on a substantive change to LRPA's existing equipment usage policy. Specifically, LRPA policy states:

6.5 Use and/or borrowing of equipment is for the sole purpose of producing programs to be cablecast on LRPA Channels 24, 25 and/or 26, and is not for personal use or commercial gain.

The limitation of this policy is such that we cannot accept production jobs for companies that may use the end videotape for profit-oriented purposes. A recent example was a local business that contacted us to tape and produce instructional videos that would be sold, at a profit, by the business to its clients. I had to explain our current policy to this business person. It was left that he and I would talk after the Board had met to discuss a possible change.

discussion required

Computer Equipment/IT/Studio:

- I have asked Shane to give me his price on purchasing a refurbished MacBook Pro (the laptop that I used at the Annual Meeting in March). The reason is that the studio needs a second computer that can be used for post-production editing. One fast, well-equipped computer for two techs is not enough. As we look at the financials this month, I would like the Board to decide if we can purchase this computer immediately. **discussion required**

Personnel:

- I would like to discuss a personnel issue in nonpublic session ** nonpublic discussion required**

Production and Programming:

- Belknap County Commission meeting taped on Wed., 4/6 and Wed., 4/20; Delegation meetings taped on Mon., 4/4, Wed., 4/6 and Fri, 4/8
- New *Laconia Road Poet* taped on Mon., 4/11
- New *Here's to Your Health!* taped on Thurs., 4/14
- 2 new episodes of *Mitchell Comics* taped on Mon., 4/18
- Three new *Art to You* episodes will be taped on Wed., 4/27
- New *How Local Government Works* will be taped on Thurs., 4/28
- We are expecting a new PSA on alcohol awareness co-produced by the Lakes Region Partnership for Public Health and the Huot; it will feature LHS athletes
- We continue to download movies, cartoons and other programs in the public domain
- New shows aired/airing in April: Belknap County meetings, *Here's to Your Health!*, Laconia Historical Society, *LRPA After Dark*, NH Executive Council, NHHS *Pet of the Week*, updated meetings from Gilford, Laconia, Meredith (live meetings on 4/4 and 4/18) and Northwood, several religious programs
- The mini Ms. Senior New Hampshire pageant has been postponed until July ☺

Public/Community/Station Relations:

- This morning I appeared with Pat Kelly and Ed Darling on the "Open Mic" program at WEMJ radio. Our producer Bill York came along to offer his view and support. It was fun!
- LRPA After Dark press releases have been running regularly in the Salmon Press papers, the *Citizen* and the *Sun*. The goal is to send out at least one press release per week. I am pleased with the number of releases being run.