

Station Manager's Report, submitted by Grace McNamara, amended on Mon., 5/23/16  
LRPA Board Meeting 5/23/16

Administrative:

- Over the past 6-8 weeks, there were several instances where post-production content had to be pulled, edited and re-sent to the server due to various production or editing-related mistakes (typos, repeated shots, audio problems, etc.). Despite holding several production meetings about these issues, there was no real improvement in the quality of the production work. This has been a source of continued frustration and disappointment. I worked with the techs and together we have come up with a "Quality Control Checklist" to address these issues. It includes both a detailed pre-edit checklist and a post-edit review. If Tech 1 edits the content, then Tech 2 must review the piece before it gets sent to the server for programming; I then sign off on it as well. We have been using it and it seems to work. I will bring a copy of this document to the meeting.
- It was recommended that we hold off putting the sign on the door until it *actually* gets warmer.
- On Mon., 5/2, 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 Wed., 5/25. 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. If needed, we will open the office on any Friday.
- We are waiting to hear from the Children's Auction Committee regarding the final decision of where this year's Auction will be held.
- 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 noon and focused the roles of Board Members. It was very informative and interesting, and only cost \$15.00 (member price).

Budget/Fundraising:

- On Mon., 5/2, we received our membership dues and signed 2016-17 contract from Gilford (\$14,091). On Thurs., 5/5, we received Northwood's membership dues (\$4,823.50) and signed 2016-17 contract. We have received the 2016-17 signed contracts from Belmont and Laconia, and understand that Meredith approved the contract for 2016-17. Thank you to all of our membership municipalities for their continued support!
- Belmont has purchased LRPA's Live Stream service (and device). Their agreement will begin on Wed., 6/1/16. Very exciting!
- We received an overpayment check of \$167.55 from the IRS!
- We received a payment of \$25.00 from John Moriarty to edit and copy a Laconia City Council meeting
- As I stated last month, I would like to discuss the terms of our 2016 contract with Belknap County. Our current contract specifies that for LRPA's annual fee of \$5,000 we agree to tape:
  - 26 annual Commission meetings (By the end of May: 10 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: 2 out of 10)
  - By the end of May, we'll have taped 20 meetings thus far
 The contract further specifies that LRPA will cover up to 50 meetings for \$5,000; anything "substantially higher" than that amount will be charged at \$100 per meeting. Some further data on these meetings:
  - In 2014, LRPA taped 16 Delegation Meetings that averaged approximately 2.5 hours each (one was 4 hours long)
  - In 2015, LRPA taped 10 Delegation meetings that averaged approximately 2.25 hours
  - Of the 8 taped thus far this year, two have gone over the 3 hour mark

- In 2014, LRPA taped 8 Executive Committee meetings that averaged 75 minutes
- In 2015, LRPA taped 3 Executive Committee meetings that averaged 1.25 hours
- The average Commission meeting (usually two per month) runs approximately 50 minutes long

LRPA currently is budgeted to send only one camera person to cover Belknap County meetings. Frequently, Executive Committee meetings precede Delegation meetings on the same evening, with only a 15 minute break in between. As you can see, one camera operator can be at the County Complex on some evenings for 4+/- solid hours with only one short break. Additionally, the Delegation and Executive Committee meetings involve considerably larger groups of people in a different room configuration that would better lend itself to a 2-camera shoot. Based on the data, I propose that the Board re-think the 2017 Belknap County contract and calculate it on *hours* rather than number of meetings. as it seems like a better gauge of the actual work

- On Wed., 5/18, I followed up with the town of Gilmanton regarding the Live Stream proposal that I presented on Mon., 4/4; the town is interested, but the proposal on is currently on hold.

#### Computer Equipment/IT/Studio:

- To recap what's happened with the server: The server went down between 3:00 p.m., Mon., 5/9 and 8:00 a.m., Tues., 5/10. Shane worked on the server all day Tues., 5/10 and again on Thurs., 5/12. After consulting with Tightrope Media Systems (our programming software provider), they concluded that the server would need to be shipped to their office (St. Paul, MN) to be worked on there. The server was packed up, brought by us to UPS, shipped via Ground Commercial rate (\$246.80, the least expensive option), and arrived in MN on schedule on Tues., 5/17. As of Fri., 5/20, Tightrope feels that they will be able to ship it back to us on Tuesday, 5/24.
- Tim Williams of Seven Hats Productions, our website developer, was sent his deposit on Tues., 5/9. The work on the redesign of the LRPA website has officially begun. I have sent some text and photographs as well as several versions of our logo.

#### Personnel:

- Zack Horne went to the Laconia SAU office for his standard background check on Fri., 5/20.
- Carly DeNauw, a Huot/LHS grad, will be working for LRPA this summer. She will tape (or assist with taping) events such as the MIA/POW ride, etc. Exciting! *\*nonpublic discussion required\**
- I would like to discuss a recurring issue in nonpublic. *\*nonpublic discussion required\**

#### Production and Programming:

- Belknap County Commission meeting taped on Wed., 5/4 and Wed., 5/18; Executive Committee and Delegation meetings taped on Mon., 5/9. The June Belknap County schedule has yet to be published.
- Tomorrow (Tues., 5/24) our student intern Asia and Zack will be taping the elementary tour at the Belknap Mill. We were asked to do this. We will run the edited tour on channel 25 and may also edit a short promotional piece for them in the future.
- We continue to download movies, cartoons and other programs in the public domain
- New shows aired/airing in May: Belknap County meetings, Laconia Historical Society, *LRPA After Dark*, NH Executive Council, NHHS *Pet of the Week*, *Talking Comics*, updated meetings from Gilford, Laconia, Meredith (live meetings on 5/2 and 5/16) and Northwood, several religious programs

- June will be a very busy month, production-wise; a few highlights:
  - Friday, June 3: Laconia Academy graduation
  - Thursday, June 9: Pre Motorcycle Week press conference
  - Friday, June 10: LHS and I-LHS graduations
  - Sunday, June 12: Gilford HS and Belmont HS graduations
  - Monday, June 13-
  - Friday, June 17: Daily Bike Week press conference (at Naswa Resort, 9 a.m.)

Public/Community/Station Relations:

- On Fri., 5/13, I sent a very brief press release to all the local papers regarding LRPA being temporarily off the air. The *Laconia Sun* followed up immediately, mostly interested in who will pay for the repairs (namely, will the municipalities be charged? I assured her no). All other coverage very standard. When the server is back up and running, I will send a followup release stating as such.
- 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.