

Station Manager's Report, submitted by Grace McNamara on Thurs., 6/16/16  
LRPA Board Meeting 6/17/16

Administrative:

- LRPA's new website has been live since Mon. evening, 6/13! It looks great. Tim Williams, our website developer, will still upload content (specifically, our policy manual, photos and bios, etc.) I am waiting on content from some of you. Thank you for promptly following up on this matter, as I want to get Tim to upload these last pieces sooner rather than later.
- The new Quality Control Checklist that has been implemented at the station continues to be unpopular, but the techs are using it ☺
- For anyone who may not have noticed, our front door sign went up on Mon., 5/23! It looks great.
- More on our front door: we continue to have problems with the door knob mechanism sticking, "locking up," etc. This has been brought to the attention of LHS maintenance. The head of maintenance definitively told me on Thurs., 6/16 that we will NOT be getting a new door, as it's not in the LSAU budget (around \$3,000 per door to replace entire thing). However, they MAY give us a new paint job. I would like us to examine whether or not maintenance of our front door is covered in our lease with the LSAU.
- On Mon., 6/6, I sent a reminder to all of our producers regarding our summer hours (M-TH, 9-2).
- On Wed., 6/15 we signed up for Quickbooks Online.
- We are still waiting to hear from the Children's Auction committee regarding where this year's Auction will be held.

Budget/Fundraising:

- On Mon., 6/6, we received our membership dues from Belmont (\$8,558); we already had received our signed 2016-17 contract. Belmont, thank you very much for your continued support! We have received our signed contract from Laconia and expect the check in early July; we have yet to receive either the signed contract or the check from Meredith.
- The Q3 invoice should go out to Belknap County next week (\$1,250.00).

Computer Equipment/IT/Studio:

- As of Thurs., 6/16, we have yet to receive the invoice from Tightrope Media Systems covering the shipping of our server from MN to NH. I have followed up twice since the server was shipped and have not heard anything. The cost was \$303.00.
- Tim Williams, our website developer, was paid his final 50% of his invoice on Tues., 6/14. As previously stated, he will continue to finish the website as I send him materials.
- Shane is readying our new LRPA laptop to prepare it for editing and full use both in the studio and on location. He will then set up one of our CPUs as shared storage. Very exciting!
- I have quotes on new server hardware/software that Shane and I will discuss during New Business.

Personnel:

- Tim Cox celebrated his 11 year anniversary with the station on Fri., 6/10. That's a milestone, as he is the longest-running employee at LRPA, and has touched the lives of many current and

former producers, as well as our contacts out in the municipalities, the county, the Auction, etc. We held a lunch for him that day.

- Carly DeNauw, a Huot/LHS grad and local college student, has been hired to work with us on an as-needed basis. I filed her employee paperwork with Paychex, as well as her new hire form with NHES, on Wed., 6/8. Her first day of work will be this evening (Thurs., 6/16), shooting the POW/MIA ride for Motorcycle Week. We warmly welcome Carly to the happy mishegas of LRPA!

#### Production and Programming:

- Shane and I went to Belmont on Thurs., 6/2 to train Jeanne and Cary Lagace in the use of the new Livestream device and service. On Mon., 6/6, Belmont conducted its first streamed Selectmen's meeting, and it was a success all around. You may view Belmont's VOD meeting(s) at <http://livestream.com/belmontnh>. Very exciting!
- Laconia Academy Graduation videotaped on Fri., 6/3
- Pre Motorcycle Week press conference videotaped on Thurs., 6/9 at Faro Italian Grille
- Laconia HS graduation videotaped on Fri., 6/10 (Please note that the I-LHS graduation was scheduled at the same time as the LHS graduation, and that I did not have anyone available to tape either the BHS or GHS graduations on Sun, 6/12)
- We were sent the Livestream video of the Coe-Brown Northwood Academy graduation and have been playing it all this week and will play it again next week
- Every day this week at 9:00 a.m., we've been videotaping the daily Bike Week press conference at the Naswa Resort and running them at 12:30 p.m. and as often thereafter as possible
- Belknap County Commission meetings taped on Fri., 6/3., and Wed., 6/15; Executive Committee and Delegation meetings will be taped on Mon., 6/20. The July Belknap County schedule has yet to be published.
- Next Thurs., 6/23, Tim will be taping an event celebrating Peter Karagianis at the Beknap Mill; we were invited to participate "as a member of the local media."
- We continue to download movies, cartoons and other programs in the public domain
- New shows aired/airing in June: Belknap County meetings, *Bill York's World* (with radio host Pat Kelly!), Coe-Brown Northwood Academy graduation, *Here's To Your Health*, *How Local Government Works*, Laconia Academy graduation, Laconia High School graduation, Laconia Historical Society, *Laconia Road Poets*, Lakes Region Community Response Team (CERT) training class, *LRPA After Dark*, NH Executive Council, NHHS *Pet of the Week*, *Talking Comics*, updated meetings from Belmont (we hadn't gotten one in 11 months!), Gilford, Laconia, Meredith (live meetings on 6/6 and one to come on 6/20) and Northwood, several religious programs (including a religious concert from Bible Speaks Church)

#### Public/Community/Station Relations:

- Thurs, 6/16, the station was visited by Ray Sleeper from the Huot Tech's Multimedia Communications dept. He thanked us for working with Asia Merrill this past semester (who was an absolute pleasure) and will be happy to recommend student interns to us again in the future.
- The local newspapers carried the news of LRPA being off the air as well as when we returned
- LRPA After Dark press releases continue to run fairly regularly in the Salmon Press papers, the *Citizen* and the *Sun*