

Station Manager's Report, submitted by Grace McNamara on Thurs., 9/22/16

LRPA Board Meeting 9/23/16

As there was no August 2016 Board meeting, this report covers August and September, 2016

Administrative:

- On Wed., Aug. 3, the LHS maintenance staff painted our front door to match the paint on most of the high school doors. It is a warm gray. It looks very good, contrasts nicely with our sign, and makes the entrance look fresh.
- On Fri., 7/20, the LHS maintenance staff came in and washed and waxed the studio floor. They did the same for the office floor on Fri., 8/12. As was recommended to us last year, I purchased four floor protectors to be used under our chairs. Thank you to the LHS staff for the paint job and the floors! They both look great and we are very appreciative.
- On Fri., 8/5, I was assigned an official LHS email address that I now use to put in maintenance requests through the high school's in-school online program, "School Dude." On Tues., 9/13, our request to have two bulletin boards and our banner hung was completed.
- Still need a photo from our Board Chair for the website. ☺ Please note that we now maintain the website ourselves, as our contract with Tim Williams expired in July.
- Our abbreviated summer office hours (M-TH, 9-2) ended with the Labor Day weekend. As of Tues., 9/6, we are again open M-F, 9-2. I informed the producers on Mon., 8/29.
- The Children's Auction Board has officially announced that this year's Auction will be held at the Pheasant Ridge County Club and will be held from Tues., 12/6 – Sat., 12/10. LRPA will be able to get in and set up on Sun., 12/4. On Wed., 9/7, I sent an email to Ray Sleeper and Dave Warrender at the Huot Tech to inform them of these changes and to once again invite their students to be a part of LRPA's team.
- Our FY 2015-16 NH Annual Report and the \$75.00 annual filing fee are due November 15. Jeanne and I arranged for Ken Vomacka, LRPA's CPA, to have access to our online Paychex reports, making filing much easier. On Fri., 9/9, Ken confirmed that Paychex granted him access. He is planning to start the work after Oct. 15.
- Shane listed LRPA as a "Google Business," meaning that we are searchable on their site. In the past 30 days, 90 people "discovered" LRPA (meaning they were searching in a broader category and found us that way) and 31 people searched for us directly. Since we've been on Google Business, we've received 1,861 hits.

Budget/Fundraising:

- We continue to collect small amounts of accounts receivable from the sale of DVD copies (\$10/show) and VHS tape – DVD transfers (\$20/show, as there is more work to this process). So far this FY (since July 1), we've made \$270.00. Note that \$100.00 of that amount was a donation from Allan Beetle, received on Mon., 7/22, in exchange for LRPA lending him a camera to tape the next phase of the WOW Trail. I sent Allan a note on behalf of the Board and issued him a receipt for his donation. Thank you, Allan!
- On Mon., 8/1, we received a rebate check from The Main Street Group (our insurance carrier) for \$768.00, as the audit showed that we paid too much for worker's comp last fiscal year.
- Also on Mon., 8/1, we received a letter from the Bank of New Hampshire, denying our grant request of \$3,700.00 for three lending cameras and accessory kits and two wireless microphone kits. I called Vickie Routhier, Executive VP of Chief Retail Banking, for a follow up conversation. She told me that our request was well written, but that based on the volume of this year's

requests, BONH chose to fund organizations with "dire need." She encouraged us to reapply. The committee meets quarterly, and I will reapply for the October deadline.

- We have paid our Media Insurance premium of \$2,235.00 for the 2016-17 year.
- On Thurs., 8/24, LRPA received notification from the NHES office that our unemployment tax rate has increased from about a .1% contribution rate to a rate of 4.20% (beginning 7/1/16). The rate increase is due to payment of unemployment benefits in FY 2015-16. LRPA's previous tax contributions exceeded the amount of benefits that paid out by the State; therefore, to pay off the balance, our rate has increased.
- The Q4 invoice of \$1,250 needs to be sent to Belknap County next week. So far this year, we have taped 18 of 26 Commission meetings, 4 of 10 Exec. Council meetings and 9 of 10 Delegation meetings (31 meetings total). The March 18, 2015 Letter of Agreement with the County states that LRPA agrees to cover up to 50 meetings for the \$5,000 annual fee (\$100 per meeting). As I have previously stated, the *quantity* of the meetings is not the issue – it's the *length* of the meetings. Exec. Committee and Delegation meetings (which often run back-to-back in one evening) can run as long as 3.5 hours with no break for the camera operator. Based on this, I recommend that for the 2017 Letter of Agreement, we raise our price – maybe \$6,000 (\$120 per meeting)? **discussion required**

Computer Equipment/IT/Studio:

- In the past four weeks or so, Live Stream has been experiencing several intermittent breaks in service. The messages received from LS do not give exact reasons as to why the interruptions have occurred. Shane has been checking and restarting LS as needed to work through these breaks in service.
- On Fri., 9/9, Shane completed the replacement of parts in Meredith to address the ongoing problems with low audio levels and video feedback interference during its live select board meetings. Shane billed Meredith directly for the parts and installation. As a final service to Meredith, Shane covered their last Select Board meeting on Mon., 9/19, as their IT person was out on vacation.
- I am asking the Board to consider approving the purchase of a small wireless microphone kit for the station. Currently, we only have a wired mobile set (we only use this for shoots at the Humane Society). Over the summer, we had at least three separate occasions where a wireless mic set would have come in very handy (shooting outside during Motorcycle Week, shooting at the Belknap Mill, and shooting the Ms. Senior Pageant in the studio). We could purchase a good set with a dual channel receiver for \$500-\$600. **discussion and action required**
- Speaking of purchases ☺, we will likely have to buy some new cables and other necessities for the Children's Auction in December.

Personnel:

- Our technician Zack Horne will be on vacation from Tues., 10/11 through Tues., 10/18.
- I will be out of the office on Fri., 11/4, Mon., 11/7 and Tues., 11/8.
- I'd like to discuss some issues in non-public.

Production and Programming:

- On Friday, July 29, LRPA taped and produced the Ms. NH Senior America Pageant 2016 at the studio. Shane, Zack and Alexa McNamara (my daughter volunteered) assisted with the production. The studio and office were filled to capacity, with two co-hosts, two participants, two visitors from Windham Public Access Television (friends of the ladies), as well as a reporter

from the Laconia *Sun* (and the four of us). We set up two cameras, two table mics, the switcher and the Port-a-Coms (for Shane to give direction to the camera operators). This shoot had everything: wardrobe changes (including gowns, suits and a full Cleopatra costume), music, singing and dancing, a PowerPoint presentation, and of course, crowns and sashes. It was the best, and it proved that we really can do anything. I was very proud of the crew.

- On Sat., 8/13, Carly DeNauw taped Belmont's Old Home Day, and on Sat., 8/27, she taped Gilford's Old Home Day. Very exciting to have these local events taped once again!
- On Sat., 9/10, Zack taped the Multicultural Festival's Parade of Flags and opening remarks by Mayor Engler.
- On Mon, 9/12, Brenda Kean of the Taylor Home borrowed a camera to tape one of their lectures. She and I are working on creating a regular 90 minute slot in our programming schedule for *Taylor Lectures Presents*, an ongoing program of their many cultural offerings.
- On Thurs., 9/15, we taped a program for the Belknap Mill that featured Stewart Ramsay, the gentleman that runs the Mill's antique machines. The Mill asked us to do this to document his work. Mill personnel will look at the raw footage and make decisions as to how we can best edit this piece. This is the third event that we have taped for the Mill this year.
- County Commission meetings taped on Wed., 8/3, Wed., 8/17; Wed., 9/7 & Wed., 9/21; Executive Committee Meeting taped on Wed., 8/10; October meetings not yet announced
- We continue to download movies, instructional films, cartoons and other programs in the public domain. We are now showing vintage TV shows under the name "The Groove Tube," ☺ including *Dick Van Dyke*, *The Rifleman*, *Mr. Ed*, *You Bet Your Life*, etc.
- New shows aired/airing in August & September: Belknap County meetings, Belmont Old Home Day, 3 episodes of *Bill York's World*, *The Cartoon Vault*, various vintage short films (i.e., "Ways to Settle Disputes," 1950) Gilford Old Home Day, *The Groove Tube*, *How Local Government Works*, 3 episodes of Laconia Historical Society, *Laconia Road Poets*, *LRPA After Dark*, *Ms. NH Senior America Pageant*, Multicultural Day Parade of Flags, 3 NH Executive Council meetings, *NHHS Pet of the Week*, *Taylor Lectures Presents*, updated meetings from Belmont, Gilford, Laconia, Meredith and Northwood, several religious programs

Public/Community/Station Relations:

- On Fri., 8/12, I received an email from Mike Seymour (Bank of NH Pavilion/Children's Auction) asking me to join the Children's Auction BOD, and I accepted. From his email:
At our most recent Board meeting, it was unanimously decided to offer you a seat on the Board of Directors. The bottom line is the Board felt that it was not appropriate to be making any significant decisions regarding the Auction without your presence and input.
He pointed out that I will have to recuse myself if and when the Children's Auction board votes on making financial contributions to LRPA. Overall, I see this development as very positive in our relationship with the Children's Auction, and I am happy to represent the station, staff and Board in the Lakes Region community. I hope that you are pleased as well.
- *LRPA After Dark* press releases continue to run in the weekly Salmon Press papers and *Suncook Valley Sun*, and in the daily *Citizen and Sun*.

Area Towns Served by MetroCast

Town	Select Board Meetings Online?	School Board Online?	Admin/Comments
Alton	Video & minutes online Meets 1 st & 3 rd Mon @ 6 p.m.	Not recorded, minutes online	Town Admin: Elizabeth Dionne
Barnstead	Not recorded, minutes online Meets every Tues @ 5 p.m.	Not recorded; couldn't find minutes online	
Center Harbor	Not recorded, minutes online Meets every Wed @ 7 p.m.	Part of Inter-Lakes which we broadcast	
Franklin	Not recorded, minutes online Appear to meet 1-2x month	Not recorded, minutes online	City Mngr: Elizabeth Dragon
Gilmanton	Not recorded, minutes online Meets 1 st & 3 rd Mon @ 6 p.m.	Not recorded, minutes online	Town Admin: Paul Branscombe <i>Expressed interest in returning</i>
Northfield	Audio & minutes online Meets every Tues @ 6 p.m.	Not recorded; couldn't find minutes online	Town Admin: Glenn Smith
Pittsfield	Not recorded, minutes online Meets 1 st & 3 rd Tues @ 6 p.m.	Not recorded, minutes online	Town Admin: Cara Marston
Sanbornton	Audio* & minutes online Meets every Wed @ 5 p.m. <i>*Only works with IE browser</i>	Not recorded; couldn't find minutes online	Town Admin: Katie Ambrose
Tilton	Video & minutes online Meets every Thurs @ 4:30 p.m.	Not recorded; couldn't find minutes online	Town Admin: Joyce Fulweiler