

Station Manager's Report, submitted by Grace McNamara on Tues., 9/25/18

Administrative:

- LRPA's summer hours (M-TH, 9-2) ended on Fri., 9/1.
- We received our FY 2017-'18 NH Annual Report Certificate in the mail on Thurs., 7/19. Ken Vomacka filled out the forms, returned them to Jeanne for her signature and to have them notarized, then I mailed it certified, return receipt requested, on Thurs., 8/9. We received the return receipt on Thurs., 8-16-18. (Our filing deadline each year is November 11.)
- As was discussed at our last Board meeting, our Worker's Comp and Business insurance policies were selected for an audit. Main Street America Group (the underwriter of our policies) reviewed the audit and issued us a rebate of \$661.00 on Wed., 8/29.
- I mailed our media insurance policy payment on Mon., 9/24 (\$2,235.00).
- Following up on security issues: the back studio door lock was re-pinned on Thurs., 8/23, so we have the correct key for the door. It was strongly recommended that Tim and I get Laconia High School ID badges to wear while on in the building, which we did the week before school started. Shane also has an ID badge, as he is here often enough to warrant it. As an added security measure, I recommend that we purchase a wireless doorbell for our front door (\$50 +/-) so that we may keep the front door locked at all times. ***discussion and vote required***
- LRPA's lease with the Laconia SAU is up in June of 2019. Bob and I will be setting up an appointment to meet with the SAU sometime this fall.
- LRPA's 2018-2019 Board meeting dates are held on the last Wednesday of each month at 8:30 a.m. at the station. Please note that there will be no meeting in December. The remaining dates are Oct. 31, Nov. 28, Jan. 30, Feb. 27, March 27 (Annual Meeting), April 24, May 29 and June 26.

Budget/Fundraising:

- As we are nearing the end of Belknap County's 2018 fiscal year, it's time to set the rate for LRPA's service agreement, which includes taping, producing and sending to video on demand each Belknap County meeting. Under the "Production and Programming" section of this report (located on page 2), I have detailed the work that we have done for the County this year. My recommendation for LRPA's 2019 proposal to Belknap County is to hold our rate at \$6,500.00, payable by invoice each quarter at \$1,625.00. ***discussion and vote required***
- Thus far in FY 2018-'19, LRPA has collected \$50.00 in miscellaneous revenue.

Equipment/IT/Website/Studio:

- In late July, Shane and I met with Randy Visser, the regional representative for Tightrope Media, (our server/software provider). He came to us, looked at our server setup, showed us the new system, discussed pricing on an upgrade, and generally "reconnected" us to Tightrope. To upgrade to the new system would cost us about \$40,000. Tightrope does not finance, nor do they sell used equipment. Since this is out of our budget (!), we should very strongly consider the next best thing, which would be to purchase a backup server. This would cost us about \$3,500.00. ***discussion requested***
- On Mon., 8/24, Shane ordered six (6) replacement batteries for the JVC cameras. Our current batteries have never been replaced, and they no longer hold a complete charge. The cost will be less than \$140.00 for six (6) new batteries. We will keep the others as backups.
- As we plan ahead for the Greater Lakes Region Children's Auction (Dec. 4-8), we have begun to think about supplies. We will purchase new LED light diffuser sheets (less than \$50.00 for a pack of 36) as well as 1-2 rolls of gaffer's tape (about \$17.00 apiece). This year we will bring our 3 JVC

cameras and maybe 1 Canon. I will not bring the Panasonic, as we have found that it doesn't match the color of the JVCs (plus it will be available if we have to cover Belknap County, which often happens that week). In order to have 6 cameras and 1 hand-held on the set, I will ask the Huot to lend us 4 JVCs and matching tripods. They have offered this in the past, so I don't anticipate any issues.

- I have discussed with Shane the idea of replacing both my PC and our office printer. We can replace both for less than \$750.00. My PC is at least 10 years old. Our printer is also old, and I am having difficulty finding replacement ink cartridges. If we purchase a color printer, we could print our letterhead in the office rather than through Vistaprint. If we can't purchase the PC at this time, I would like to advocate for the printer. ***discussion and vote required***
- We have received very positive feedback on our new Canon cameras and field kits. The Belknap County Sportsmen's Association recently borrowed one to produce a tutorial on weapon safety and the producer (Gilford Selectman Richard Grenier) was pleased with the results. I encourage people in our membership municipalities to inquire about borrowing these cameras.

Production and Programming:

- LRPA's production of Meredith's 250th Anniversary Parade (Sat., 8/11) was a success. The crew consisted of Shane and our volunteer Forrest Seavey. They used three cameras to capture video and audio (direct from the source). The raw footage was sent out for editing to our former intern Dustin Young, who did a fantastic job. (Dustin also did a great job editing the Laconia 125th Anniversary Parade earlier in the summer.) Meredith ordered and paid for 250 DVD copies of the parade. Shane sent the final version to an outside firm for duplication, which was completed in mid-September. The DVDs were shipped directly to our contact person in Meredith. Working with Meredith on its many 250th-related events has been a pleasure.
- Upcoming events include the final two Meredith 250th Anniversary lectures (10/2 and 11/6), NH Pumpkin Festival (10/12-13), Lakes Region Scholarship Foundation Spelling Bee (10/25), Laconia Holiday Parade (11/25) and the Greater Lakes Region Children's Auction (Dec. 4-8).
- Thus far in 2018, we have taped 26 Belknap County meetings, including 14 Commission meetings, 9 Delegation meetings, and 3 Executive Committee meetings. As a comparison to last year at end of September, we had taped 20 Commission meetings (24 total in 2017); 12 Delegation meetings (18 total in 2017); and 3 Executive Committee meetings (5 total in 2017).
- I applied for and received permission to air free programs from the National Gallery of Art in Washington, D.C. These programs air several times per week on Channel 25 and between school board meetings on channel 24.
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/airing since the end of July: Belknap County meetings, Belmont Old Home Day Parade, *The Exit Team LIVE*, *Fitness Made 4 You* (NEW after many years!!), Gilford Old Home Day Parade, *Gilford Public Library Lectures*, *The Groove Tube*, Humane Society Pet of the Week, Laconia Historical Society, Laconia Multicultural Festival Opening Ceremony, *LRPA After Dark*, Meredith Historical Society's 250th Anniversary Program series (2 new), Meredith's 250th Parade, National Gallery of Art programs, NH Executive Council (3), *O! Melodious! Show*, religious programs, *Today in Focus*, updated meetings from Belmont, Gilford, Meredith and Northwood, and updated School Board meetings from Laconia and Inter-Lakes.

Public/Community/Station Relations:

- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and to the *Laconia Sun*.