

Station Manager's Report, submitted by Grace McNamara on Thurs., 10/20/16  
LRPA Board Meeting 10/21/16

Administrative:

- On Fri., 10/14, I met with Brian Schara from Paychex's Employee Benefits division. He presented a proposal of how LRPA might offer pre-tax 401k benefits to our employees at a relatively low cost. I will attach a copy of his proposal to each of you in an email so that we may discuss it if you choose. \* *Discussion recommended* \*
- Our FY 2015-16 NH Annual Report and the \$75 annual filing fee are due November 15. I emailed our CPA Ken Vomacka on Mon., 10/17 to see if he needs anything else from us in order to meet the State's deadline. On Wed., 10/19, Ken emailed me to say that he plans on working on it next week and doesn't anticipate any issues with finishing it on time.
- In the past 30 days on Google Business, 38 people searched for LRPA directly and 59 people "discovered" LRPA indirectly. There were 146 "views" (views of our listing with no further action taken) and 141 "actions" (searches that led to site visits).

Budget/Fundraising:

- From the sale of DVD copies this FY, we have collected \$300 in accounts receivable.
- On Tues., 9/27, I emailed Debra Shackett, Belknap County Administrator, informing her of LRPA's increased annual rate of \$5,850 to tape, produce and online stream to VOD the 2017 County meetings. Note that this rate is an annual increase of \$850. The new rate will go into effect with the Q1 invoice (\$1,462.50), to be sent out the week of 12/19. This action follows up the discussion and recommendation from September's LRPA BOD meeting. (Note that the Q4 invoice of \$1,250 was sent out on Mon., 10/3.)
- Also on Tues., 9/27, I emailed Karmen Gifford at the Lakes Region Chamber of Commerce to obtain the label list of current Chamber members. We received the labels on Wed., 10/12 and I emailed them to the Board on Thurs., 10/13. If you have not yet taken a look at this list, please do so. This action follows up the discussion and recommendation from September's LRPA BOD meeting.
- On Thurs., 9/29, I emailed the revised grant application to the Bank of New Hampshire for three lending cameras and accessory kits. The revised grant request is \$2,700, down \$1,000 from the original proposal, as I eliminated the wireless microphones from the request. We will hear either way by the end of October/beginning of November.
- As I noted I last month's report, we are currently airing a show that is produced by Brenda Kean of the Taylor Community. She tapes the visiting lecturers and we edit and run these lectures. She may need to borrow the camera as many as 4-6 times a month and has occasionally asked us to edit in (or out) additional content (e.g., a PowerPoint photography slide show; copyrighted background music). I informed her that this amount of camera use and editing requires funding from Taylor. On Thurs., 10/6, I emailed a proposal for an annual \$1,800 "partner sponsorship" that would include:
  - A 15 second spot to run both before and after each program, including the Taylor logo, phone number, web and social media information, etc.;
  - Inclusion of the Taylor logo on the bottom banner of the LRPA website homepage;
  - Inclusion in Sponsorship section of the LRPA Annual Report

I have yet to hear back from Taylor. If they choose not to sponsor this program as it is currently proposed (e.g., up to 40 annual shows), I will limit the number of times per month that the camera can be borrowed as well as the amount and type of editing that we will do for free.

- As of Thurs., 10/20, I have been unable to reach anyone at NHCCM to find how other access stations (and nonprofit organizations) handle fee-for-production work. On Fri., 10/14, I sent all LRPA board members a copy of any "commercial use language" included in our current policy manual. I will continue to research what other stations do, but I recommend that LRPA move forward with this revenue stream. These actions follow up the discussion and recommendation from September's LRPA BOD meeting. *\*Discussion required \**
- Over the past three weeks, I contacted administrators from the towns of Alton, Barnstead, Center Harbor, Gilmanton, Northfield and Sanbornton to discuss the possibility of rejoining LRPA's municipal membership, and to see if there was any interest in getting on the agenda of an upcoming BOS meeting. This action follows up the discussion and recommendation from September's LRPA BOD meeting. As of Thurs., 10/20, I have heard back negatively from both Gilmanton and Sanbornton, and have not heard from any other town. I recommend that the LRPA BOD send a letter to area newspaper editors, reminding people of the work that we do and asking them to directly contact their town leaders regarding this issue. I will attach a draft copy of this letter to each of you in an email. *\*Discussion and action required \**

#### Computer Equipment/IT/Studio:

- On Tues, 9/27, Shane order the dual channel wireless microphone kit from Access AV. It arrived on Fri, 9/30 and Shane and I created an instruction sheet as well as trained the techs in the use of the mic the week of 10/10. This action follows up the discussion and recommendation from September's LRPA BOD meeting.
- Shane believes that the intermittent breaks in Live Stream service that we experienced throughout September have been resolved.
- On Thurs., 10/13, I authorized Shane to purchase a new hard drive for my PC (under \$299), as it is eight years old and is beginning to experience failure.

#### Personnel:

- Our Huot intern Dustin Young, a senior from Gilford HS, is working out very well. He has edited programming and created a show intro on Premier and will be assisting us with the Pumpkin Festival on Sat., 10/22.
- I will be out of the office on Fri., 11/4, Mon., 11/7 and Tues., 11/8.
- I need to update the Board on a few issues from last month's non-public discussion.

#### Production and Programming:

- On Sat., 10/22, we will tape the Parade and the evening's events at the Laconia Pumpkin Festival. The Chamber did not express interest in live streaming this event.
- All month long, *LRPA After Dark* has featured vintage horror movies (1959's "A Bucket of Blood," 1922's "Nosferatu," 1965's "Planet of the Vampires," 1968's "Night of the Living Dead"). On Mon., 10/31, I'm programming an evening (5 p.m. – 12 midnight) of scary movies and cartoons.
- Belknap County Commission meetings taped on Mon., 10/3 and Wed., 10/19; Executive Committee Meeting taped on Tues., 10/4; November meetings not yet announced, but as it's close to the end of their fiscal year, it wouldn't be unusual to have at least an Executive Committee meeting along with the two Commissioners meetings.
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows aired/airing in October: Belknap County meetings, *The Cartoon Vault*, *The Groove Tube*, *How Local Government Works*, *Humane Happenings*, Laconia Historical Society, *Laconia Road Poets*, *LRPA After Dark*, LRPA Sept. Board Meeting, NH Executive Council, NHHS *Pet of the*

*Week*, Pleasant Street School's Day of Caring, *Taylor Lectures Presents*, religious programs, updated meetings from Belmont, Gilford, Laconia, Meredith and Northwood, updated School Board meetings from Laconia, Meredith and Northwood

Public/Community/Station Relations:

- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and I have added *The Weirs Times*; I also send to the *Laconia Sun*.