

**Station Manager's Report, submitted by Grace McNamara on Tues., 11/28/17****Administrative:**

- The office was closed on Mon., 10/9 for Columbus Day and Wed., 11/22 – Fri., 11/24 for Thanksgiving.
- During the upcoming holidays, LRPA will be closed on the following dates:
  - For Christmas, we will close at noon on Fri., 12/22 and will re-open on Tues., 12/26
  - We will be open until 12 noon M-F from 12/26 – 12/29
  - We will be closed on Mon., 1/1/18 for New Year's Day and will re-open at 9 a.m. on Tues., 1/2/18
- We are in final preparations for the 2017 Greater Lakes Region Children's Auction (Tues., 12/5 – Sat., 12/9, Belknap Mall in Belmont). Once again, we are thrilled to have students from the Huot's Digital Media Arts program participate in this live event. We are scheduled to set up on Sat., 12/2 starting at 10:30 a.m. at the Mall. Breakdown will immediately follow the Auction, probably around 12:30 p.m., on Sat., 12/9. I urge any of you who have never seen the Auction, or maybe haven't visited the event in several years, to stop by and watch us in action!
- Remaining Board meeting dates for 2017-'18 include 1/31, 3/28 (Annual Meeting, 5:00 p.m., place TBD) and 5/30. Meetings are on Wednesdays at 8:30 a.m. at the station.

**Budget/Fundraising:**

- On Mon, 10/2 I mailed the 2018 Belknap County contract to Debra Shackett. The County is in the process of finalizing its budget, so we have yet to hear about our 2018 fee structure.
- On Tue., 10/11, I mailed letters to the following non-LRPA member municipalities served by MetroCast, asking them to consider joining our public access station: Alton, Barnstead, Center Harbor, Franklin, Gilmanton, Northfield, Sanbornton and Tilton. I have copies of these letters. As of Tues., 12/28, I haven't heard from any of these municipalities.
- On Tues., 11/7, I was directed by MetroCast's Alan Johnson to contact Stacie Paradis, Regional Marketing Manager at MetroCast, and work with her directly regarding a potential sponsorship. In an email and subsequent phone call on Thurs., 11/9, Stacie informed that that MetroCast will not sponsor LRPA other than the \$89/month waiver of our monthly cable television subscription cost. They requested that, for this in-kind donation, they get their logo displayed on our website's homepage; Shane took care of this on Wed., 11/22. They also want a sponsorship video played on our channels during the day and I am waiting to get a message from Stacie before we create this video. I have yet to get any affirmative answer on whether or not MetroCast will reimburse us for our insufficient upload speeds over the past 2-3 years.
- We have received \$60 from the sale of DVD copies thus far this 2017-'18 fiscal year.
- On Mon., 9/25, Jeanne sent out the Q4 invoice (\$1,462.50) to Belknap County. As of Mon., 11/27, we had not received a check.
- I plan on mailing the annual fund letters this week.
- We have spent \$128.00 on Auction-related expenses so far (see this item listed below under "Equipment"). I plan on spending another \$25 - \$50 on various items for our crew, including bottled water (this is no longer supplied by the Auction), tissues, hand sanitizer, etc.

**Equipment/IT/Website/Studio:**

- On Mon., 10/11, I re-ordered 100 sheets of LRPA letterhead and 100 corresponding #10 envelopes from VistaPrint at a cost of \$114.00 including shipping.
- On Mon., 10/16, Shane ordered 1 (one) new battery for the Panasonic camera at a cost of \$85.

- On Mon., 11/6, Shane ordered four (4) composite-to-VGA adapters and cables (for the Auction) at a total cost of \$128.00.

Personnel:

Production and Programming:

- Belknap County meetings taped since the September 27 LRPA Board Meeting include:
  - Thurs., 10/5 Commission meeting (1:20:31)
  - Wed., 10/11 Exec. Comm meeting (1:29:30)
  - Wed., 10/11 Delegation meeting (1:54:09)
  - Thurs., 11/9 Delegation meeting (1:25:36)
  - Thurs., 11/16 Commission meeting (2:16:55)

The County has announced several dates for December: Commission meetings on 12/7 & 12/21 (Thurs. at 5:15 p.m.) and Delegation meetings on Fri., 12/8 at 6 p.m., Mon., 12/11, Tues., 12/12 and Mon., 12/18, all at 7 p.m. The meetings on 12/7 & 12/8 conflict with the Auction so we will be stretched a bit thin on those nights, but we're covered. So far this year we have taped 40 (out of an allotted 50) County meetings, **72+ hours of content**:

- 22 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
- 14 Delegation Meetings (out of an allotted 10)
- 4 Executive Committee Meetings (out of an allotted 10)
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/ airing in Oct-Nov.: Belknap County meetings, *Bill York's World*, *Gilford Public Library Lectures (2)*, Greater Lakes Region Children's Auction Promos, *The Groove Tube*, Humane Society Pet of the Week, Laconia Historical Society (2 new), Laconia Public Library Event on Fake News, Lakes Region Scholarship Foundation Spelling Bee, *LRPA After Dark* (including "Shocktoberfest" celebrating Halloween!), LRPA Sept. Board meeting, NH Executive Council (4), NH Pumpkin Festival, religious programs, Salvation Army Turkey Plunge, *Taylor Lectures Presents*, updated meetings from Belmont, Gilford, Meredith ( 4 live meetings) and Northwood and updated School Board meetings from Laconia and Meredith.
- The Laconia Holiday Parade was taped on Sat., 11/25 and will run very soon!
- We will be covering the Belknap EDC update on the Colonial Theatre project on Fri., 12/1.
- Marylee Gorham of the Humane Society asked us to put her show *Humane Happenings* on a hiatus until the spring; at her request, we also did not cover the Black Friday Adopt-a-Thon

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 to the *Laconia Sun*.