

Station Manager's Report, submitted by Grace McNamara
LRPA Board Meeting 12/18/2015

Children's Auction:

- Thank you to Bob Hamel for volunteering his ace camera skills at this year's Children's Auction!
- Our "adult" volunteers, including Laconia Mayor Ed Engler, Eric Nelson (Access AV), Jamie Ellsworth (Belknap County), David Stamps (independent web consultant), and Judi Taggart (Children's Auction) were all terrific.
- The Huot students were amazing, and Ray Sleeper went above and beyond the call of duty, loaning us extra equipment throughout the week and generally supporting us in our work; I'd like the Board to send the Huot a letter, thanking them for their excellent skills and cooperation.
- The new LED light kits worked perfectly and are well worth the money; they made a huge difference in the quality of light as well as ease in set up and break down.
- It took two days, but Shane, working with the staff from 104.9 The Hawk, solved an ongoing audio problem that we were experiencing by borrowing an audio leveler/compressor/ "aural exciter" from the radio station. Shane has purchased similar levelers to install in our switcher that will fix any audio issues that we might have at the station; he will lead the discussion on this topic. **Discussion required**
- Overall, I think that the Children's Auction members were pleased with how this year's event was handled. Both Shane and I got a big thank you from Mike Seymour and Ed Darling. The radio guys were also very appreciative. Ray Sleeper noted that the students really enjoyed working with us this year. I learned a lot, and Shane and I took notes to make improvements for next year.

Administrative:

- I have reason to believe that someone has been using our station equipment for personal gain. I'd like to discuss this in nonpublic session. **Discussion required**
- During the week of the Auction, we received a letter from the IRS regarding our late December 31, 2012 tax forms. The letter states that the IRS "needs additional time to provide us with a complete response to our inquiry." I called the IRS on Mon, 12/14 to follow up; we are still in a holding pattern, waiting for the IRS to decide on our case. The woman I spoke to said "No news is good news." We shall see!
- All of the items on our lease agreement "punch list" that were discussed with Ed Emond of the Laconia SAU were completed during Auction week while we were out of the office (Tues., 12/8 – Wed., 12/9). The improvements included replacing damaged acoustical tiles, replacing the missing trim in the studio, disconnecting the studio's motion detector, temporarily fixing the blue studio backdrop curtain, and washing and waxing the lobby and office floors. It looks terrific, and I've thanked them profusely.
- This meeting's posting was emailed to the five municipalities on Fri., 12/11 (in between Auction hours!) and was updated on the website and put on our channel 24 bulletin board.
- We are (still) missing Board minutes from January and March of 2015; if any of you have copies, please forward them to me and Shane will post them on our website.
- The office will be closed on Dec. 24 and 25 and January 1.

Budget/Fundraising:

- Second reminder: In the first week of January, we will need to generate the Q1 invoice for Belknap County in the amount of \$1,250.00.
- Mike Seymour and Warren Bailey each mentioned to me that they would "try to do something" for LRPA in terms of a financial donation.

Computer Equipment/IT/Studio Needs:

- As mentioned above, Shane purchased levelers for our audio equipment.
- Shane also purchased two IKAN camera-mounted LED lights that we can use at location shoots (such as taping the Gilford Police Department's open house.

Personnel:

- I would like to discuss some personnel issues during the nonpublic session **Discussion required**

Production and Programming:

- Please let's review the proposed 2016 LRPA Event Calendar. **Discussion required**
- Belknap County Commission meetings taped on Wed., 12/2 and Wed., 12/16, Delegation meeting taped on Mon., 12/7; Exec. Council meeting will be taped on Wed., 12/30. The Gilford Police Department Open House was taped on Thurs., 12/17
- We continue to download public domain movies, cartoon and other programs in the public domain
- New shows aired/airing in December: BCC meetings, Laconia Historical Society, *LRPA After Dark*, NH Executive Council, *Pet of the Week*, updated meetings from Gilford, Laconia, Meredith (live meetings on 12/7 and 12/21) , and Northwood, several religious programs
 - New producer(s): A motorcycle enthusiast/video producer from Massachusetts who goes by the professional name of "Peddler" has spoken with me regarding taping a show in our studio next spring. It's a talk show/performance show that he calls a "roadhouse," and he's produced this type of show before (again, in Massachusetts). He showed me copies of the show and it's pretty cool. He needs to find a sponsor here in one of our municipalities in order to move forward, and he's in the process of doing so.
 - One of our Auction volunteers, David Stamps, is interested in producing a show about "how Laconia works" – meaning, a behind-the-scenes look into various city departments and how they function. He's a great guy and it could be a terrific show.
 - Two Huot students are interested in producing a "skit" show in our studio. As they are under the age of 18, I spoke with them about how they would have to have their parents sign all forms; they are looking into with their parents and will get back to me.

Public/Community/Station Relations:

- Will be sending a release on LRPA's Christmas programming to the *Citizen, Sun, Salmon Press* and *Suncook Valley Sun*