

**Station Manager's Report, submitted by Grace McNamara on Friday, 1/22/21**

## Administrative:

- We received our W-2 forms from Paychex via UPS on Tues., 1/19. Jordan got his on Thurs., 1/21.
- Alan MacRae, a Belmont resident, professional photographer and videographer and an original LRPA board member, has expressed interest in joining our board. He offers extensive knowledge on LRPA's history and has or is currently collaborating with staff on several community projects. He would be an excellent addition to our board. This will necessitate a discussion of LRPA's bylaws regarding board members. ***\*Discussion requested\****
- I'd like to discuss a new opportunity that may be advantageous to the future of LRPA. ***\*Discussion requested\****

## Budget:

- Per my 1/5 email to this board, the Executive Committee of the Belknap County Delegation has recommended that LRPA's proposed 2021 budget be reduced from \$7,500 to \$3,750. We will not know the final decision until after the full Delegation has voted on the 2021 budget, likely at the end of January or early February. County Administrator Debra Shackett requested that we keep recording these meetings, either remotely or in-person, until the budget is finalized. She assures me that LRPA *will get paid* for any work completed in 2021. I've detailed the work that we have completed in the "Production and Programming" section of this report (below).
- The final report on the federal NERF grant of \$4,184.25 that LRPA received last August is due by 1/31. The NH Charitable Foundation presented a webinar on Wed., 1/6 to explain the reporting process. In this webinar, we were informed that, while we applied for the grant through the Charitable Foundation's portal, we would report directly through the GOFERR portal (Governor's Office on Emergency Relief and Recovery). The GOFERR report focused on gross receipts for 2019, gross receipts for 2020, and the difference between the two that would "explain your COVID-related losses for 2020." The issue for LRPA is that our revenue in 2020 *exceeded our 2019 revenue* by a bit over \$8,500, in large part due to the restricted funds donated to the station for the purchase of the new server. As requested, I provided GOFERR with an explanation and documentation regarding our unique revenue picture for 2020. I will discuss this at our meeting on Tues., 1/26. If GOFERR does not accept this explanation they will ask us to return the grant money. They have up to five (5) years to collect this funding.
- LRPA's miscellaneous revenue for FY 2020-2021 stands at \$0.00.

## Equipment/IT/Website/Studio:

- Shane replaced Meredith's SD fiber optic transmitter with a digital HD-SDI over fiberoptic transmitter and receiver. The signal to LRPA is digital and in full HD; it looks and sounds great! Shane also is updating Gilford's meeting room video system to include HD cameras, a new switcher, streaming capability and Microsoft Teams. It will allow optimized viewing for remote and in-room participants.

## Personnel:

- I have a personnel-related issue to discuss in non-public session. ***\*Discussion requested\****

## Production and Programming:

- On Mon., 12/28/20, Sarah Stanley from the NH Veterans Home contacted LRPA, asking us to produce a "remembrance & memorial" video for those veterans whose lives were lost in 2020.

She provided us with an example of one such memorial. We recorded two segments remotely using our new equipment and have received the remainder of the content directly from the NHVH). Jordan, with the assistance of TEG Productions, is finishing the video as I work on this report. It has a due date of 1/28.

- We were busy in late November – December. First was the live “Reverse” Holiday Car Parade (Sun., 11/29), which was a hit (we had a “Santa Cam” on the sleigh!). Then we produced the Greater Lakes Region Children’s Auction from Dec. 8-11, which brought in a total of \$435,809. That production was a great deal of work and took three directors working full time between 9 AM – 3PM each day to make happen. The Auction board was happy with the result and we received a lot of positive feedback from the community on the production. However, we may not be able to provide that intense level of work for this year’s event.
- In December we began recording the County budget meetings remotely (on the LRPA laptop using an application that works with Zoom). These have included 2 Delegation meetings (12/8 & 12/14) as well as 8 Executive Committee meetings (12/15, 12/21, 12/28, 12/29, 1/4, 1/11, 1/12 and 1/18). There are 2 Delegation meetings scheduled on 1/26 & 1/27 for a full review and vote on the budget and there could be more, depending on the progress that the Delegation makes over those two nights. Additionally, Jordan, *in person*, recorded 4 Commission meetings on 12/3, 12/30, 1/7 & 1/21. To be clear: *LRPA has been paid for all the meetings that took place before the end of calendar year 2020*. Again, we have yet to invoice for Q1 2021. The meetings that I have recorded remotely have averaged nearly 3 hours apiece and take an additional 60-90 minutes to upload to the server and then to VOD. I feel that, should the County ask LRPA to continue to record meetings in person and/or remotely, we need to be paid more than \$3,750. I explained to Deb that if County no longer needs LRPA’s services to record meetings but only to upload them to VOD, there will be a charge for that. ***\*Discussion requested\****
- LRPA normally records the annual town meeting for Belmont and Meredith usually shares their recording with us. If any municipality is planning a virtual town meeting this year and needs assistance from LRPA, please let me know ASAP so I may plan accordingly.
- I read on the Northwood website that they are starting to plan for the Town’s 250<sup>th</sup> anniversary (I believe it’s in 2023). I have reached out to Ken to ask if LRPA may be of any assistance, as we recorded events for all our other member municipalities’ anniversaries.
- We continue to receive content from the Culinary Arts Program at LRCC. LRCC has also requested that we run their announcements on our bulletin board, which I have been doing since late December. I anticipate that LRCC will also request that LRPA live stream their graduation ceremonies this spring.
- I continue to download vintage content from the internet onto the server.
- New shows produced/aired or airing since late November: *Art to You*, Belknap County, Celebrate Laconia Reverse Holiday Parade (live), *Culinary Arts LRCC*, Greater Lakes Region Children’s Auction (live), NH Executive Council meetings, Laconia Homelessness Task Force Meeting, *M Power Hour*, MLK Day Celebration, *Today in Focus*, religious programs, meetings from Belmont, Gilford, Laconia, Meredith and Northwood and updated Inter-Lakes, Laconia and Northwood School Board meetings.

#### Public/Community/Station Relations:

- News releases sent out weekly to both The Sun and to the Salmon Press weeklies
- I continue reaching out to local nonprofits with requests for submissions to our bulletin board.
- I am entering into my second and final term on the Lakes Region Chamber board.
- I am entering my third and final term on the Children’s Auction board.