

**Station Manager's Report, submitted by Grace McNamara on Thursday, 5/21/20**

## Administrative:

- In March and April, I was splitting my time evenly between working from home and the office. Starting the week of May 18, I am mostly in the office. I will be instituting summer hours (closed on Fridays) beginning next week, and I will let producers know. I do not anticipate any issues, as we remain very quiet.
- Our June board meeting, scheduled for Tuesday, 6/30, is the last one of this fiscal year, so it will need to be our Annual Meeting. Assuming that we will be holding it remotely, I will prepare my "State of the Station" report to be shared over Zoom. Do we want to hold this meeting at 11 AM or do we want to move it to the evening of 6/30? \* **Discussion and board vote required** \*

## Budget/Fundraising:

- On Fri., 4/3, I emailed municipal subscriber dues packages to each of LRPA's five municipal members. The packages included individualized cover letters, municipal agreements, and invoices. We have received dues from Gilford (\$17,003.25 paid on 4/28) and Meredith (\$14,688.00 paid on 4/28). Belmont and Laconia have both acknowledged the agreement packages. The only municipality that I have yet to hear from is Northwood.
- Both LRPA's worker's comp and business insurance premiums for 2020 were paid in full on Fri., 4/10 (\$2,202). We wound up getting an \$88 credit on the worker's comp policy that will be mailed to us shortly. Our media policy comes up for renewal in October.
- On Thurs., 4/9, we received Meredith's server contribution of \$5,000, and on Mon., 5/4, we received Belmont's server contribution of \$2,500. Many thanks to both municipalities for their continued support.
- As of 3/27/20, LRPA miscellaneous revenue for FY 2019-'20 is \$1,090.00.

## Equipment/IT/Website/Studio:

- On Thurs., 4/16, Access AV installed the new Castus server at the station. There was a glitch that got fixed within the next week. On Tues., 4/21, Shane attended a remote training session for the new server. I have started training on the program and am updating our content with the metadata needed to begin programming. It is a slow process! The final 15% payment (\$7,397.00) is due upon mutual agreement of finalizing the LRPA "punch list."
- We were asked to stream a live, four-camera production of the LHS graduation ceremony. I purchased a canopy tent online (three sides to block sun and wind, as we would have needed this out on the field. The cost was approximately \$190. I found out after making the purchase that the original plans for the ceremony were not approved by the Laconia School Board. I feel okay about the canopy tent, as we will have other uses for it in the future.

## Personnel:

- Jordan has been working from home except for Belknap County meetings or anything else where he must physically be present. He and I saw each other at the latest Laconia press conference, and we agreed that he should start coming back in on a gradual basis. I will discuss this with him in more detail, but would like to hear Board thoughts on this matter.

## Production and Programming:

- On Wed., 5/20, we streamed the third Laconia COVID-19 press conference live from the Laconia FD. WMUR used portions of our stream on their nightly broadcast!

- Larry Frates has been holding remote art lessons over Facebook and we have been able to download and program these shows.
- Most of our religious producers have been conducting their services over Zoom, Facebook and /or YouTube Live. We have been able to work with all of them to program their services in a seamless manner.
- We have been running more meetings from Meredith, including Planning Board and ZBA. Depending upon when the meeting is held during the week, we can sometimes go live from channel 26 as we do with Meredith's Selectmen's meetings. Otherwise, we record them to play later on the Channel 26 schedule.
- After not receiving new meetings since mid-March, Northwood has begun to stream Zoom meetings to YouTube. I have been able to download these meetings and run them on channels 25 and 26.
- Since the Board last met on 3/31, we have taped 6 new Belknap County meetings (5 Commission, 1 Executive Committee). The meetings are a hybrid of in-person and Zoom attendees. Jordan's method of recording the meetings is to mic the commissioner and administrator in the room, who control the laptop for remote attendee use, and then to also mic the table where any in-person participant may sit. While it isn't perfect, it is working. We anticipate that this method of recording County meetings will continue for the time being.
- Jordan attempted to live stream the Wed., 4/8 Gilford Selectmen's meeting. While he successfully connected to Wi-Fi using the MiFi, the stream got interrupted (for an undetermined reason) several times during the meeting, rendering the live stream useless. The Vidu has a built-in SD card slot as an emergency backup recorder, which Jordan used (as is part of our regular process when live streaming). He was able to take that raw footage and edit the meeting, which then went up on VOD and I programmed on Gilford's regular time slots.
- LRPA, in partnership with TEG Productions, has produced two live, remote Laconia Talks! events, one on Thurs., 4/30 and one on Thurs., 5/14. While they have been very successful in terms of technology, they have not been well attended, even on VOD. I am conflicted about LRPA continuing with these events, as they are now more complicated (and more costly for TEG) than were the live events.
- Because I am trying to get our existing content squared away in the new server, I have put a temporary hold on downloading any "new" public domain content.
- New shows produced/aired or airing since late March: *Art to You*, Belknap County meetings, Laconia Live Press Conference on COVID-19, *Laconia Talks!*, National Gallery of Art, Executive Council (1), religious programs, meetings from Belmont, Gilford, Meredith and Northwood and updated Inter-Lakes and Northwood School Board meetings.

Public/Community/Station Relations:

- I am presenting to the Gilford BOS on Wed., 5/27.