

Station Manager's Report, submitted by Grace McNamara on Friday, 5/24/19

Administrative:

- The office will be closed on Mon., 5/27 for Memorial Day.
- Summer office hours (Friday closures) begin on Fr., 6/14 and are in effect through Fri., 8/31.
- We received an audit on our Worker's Comp policy on Mon., 5/6. I passed it to Jeanne, she filled it out and I emailed it back as a PDF on Mon., 5/13. They acknowledged receipt via email on the same day. We have been audited in the past, usually to our advantage. I doubt that our rate will get any lower, but as soon as I hear back from them I will let you know.
- I am in touch with Holbrook Insurance regarding switching our media insurance policy and will present any information to you as I receive it. We are covered through September 2019..
- Our final 2018-'19 Board meeting is on **Wednesday, June 26 at 3:00 p.m. at the station.** I recommend that the Board votes on meeting dates for 2019-'20. Assuming that the day (Wednesday) and time (3 p.m.) remain the same, the schedule would be set as follows: **July 31, no Aug. meeting, Sept. 25, Oct. 30, Nov. 20 (this is one week early, as Nov. 27 is the day before Thanksgiving), no Dec. meeting, Jan. 29, Feb. 26, March 25 (Annual Meeting, start time 5 p.m.), April 29, May 27, June 24. * Discussion and vote needed ***

Budget/Fundraising:

- We received Gilford's municipal membership dues of \$17,173.00 on Tues., 5/14, and I deposited it the next day. Belmont, Gilford and Meredith have all paid their 2019-'20 membership dues. Laconia will send their dues after the beginning of the new fiscal year (July 1). Thank you to all of LRPA's municipal members for their continued support!
- I have submitted two grant proposals of \$2,000 each to help offset the cost of a new field switcher (\$4,000 total). The first grant proposal was sent to the Cogswell Benevolent Trust (Manchester, NH) on Fri., 5/3. This foundation issues grants for NH nonprofits that work in local communities. The Trust has a rolling deadline, so I hope to hear from them in June. The second application was to the Bank of NH Corporate Giving Committee. It was emailed on Fri., 5/10. I received an email confirmation on Tues., 5/14. The deadline for submissions is June 1, so I expect to hear back in July. We have been rejected from BONH twice before. They have a new rule that you may only submit one proposal per year, so if we're rejected, I will try again in 2020. There are other foundations that we can apply to, but I'd like to hear from these first.
- I am in touch with an organization that might be interested in purchasing one set of our halogen lights. This could bring \$500-\$750 in revenue to LRPA. I will keep you updated on any developments.
- Thus far in FY 2018-'19, LRPA has collected \$130.34 in miscellaneous revenue. Other than the possibility of selling a set of halogen lights (referenced above), I don't anticipate any further revenue coming in before the end of this fiscal year on June 30.

Equipment/IT/Website/Studio:

- Shane and I had a Zoom meeting with Randy Visser, our Tightrope Media Systems representative, on Thurs., 5/23. (As a reminder, Tightrope is the provider of our programming server and software.) Randy presented the Cablecast VIO4, which is the company's new server system, and the one that we would purchase next fiscal year (2020-'21). Shane plans to attend the Wed., 5/29 Board meeting to share this information with the Board.

- As a reminder, Shane will be purchasing a new computer in July (the start of our next fiscal year) to replace the editing station currently used by Jordan. That computer will be cleaned up and will replace my 13 year-old PC. Shane will also be purchasing 10 new SD cards.

Personnel:

- Shane has trained Jordan on both the studio switcher and the Live Stream Broadcaster. He has switched five studio shows so far and has done a great job. He will be streaming the live pre-Motorcycle Week press conference from the Northeast Motor Sports Museum in Loudon on Thurs., 6/6 at 11 a.m. and the daily live press conferences from the NASWA Resort M, 6/10 – Fr., 6/14 at 9 a.m. He is excited to do these events!

Production and Programming:

- June is one of LRPA's busiest production months. In the coming weeks, we will be producing live press conferences for Motorcycle Week (6/6, then M 6/10 – F 6/14), taping high school graduations for Laconia (6/7), Belmont and Gilford (each 6/16) and (I am hopeful) Inter-Lakes (6/22). Coe-Brown in Northwood has already held their commencement and they stream it, so I have downloaded it and am showing it now. We have two Commission meetings on 6/6 and 6/20. I am also anticipating some studio shoots in June, so Jordan and I will be busy!
- This spring, LRPA videotaped and produced three important local events:
 - On March 28, Jordan taped the Teen Community Emergency Response Team (CERT) Disaster Day at the Huot Tech, sponsored by the Lakes Region CERT Program. He edited it to a 60 minute program that I aired many times. The CERT Program asked us to re-edit it to a 3 minute highlight reel and make two versions, one with captions and one without. Jordan did a really nice job and CERT was very impressed and grateful.
 - On May 2, Jordan taped the two hour "Paths to Recovery" discussion held at Lakes Region Community College. I have aired (and continue to air) that program many times on Channels 24 and 25, and also had Shane upload it to our Live Stream VOD page, where people can watch it anytime on demand.
 - On May 6, Jordan went to the Lakes Region Mental Health Center to tape a panel discussion on trauma. LRMH chose that topic to highlight for "May is Mental Health Awareness Month." I have played that discussion many times on channels 24 and 25.
- Since the Board met on 4/24/19, we have taped 2 new Belknap County Commission meetings.
- I am still waiting to hear on a decision from the Laconia SAU office regarding airing and/or streaming Laconia School Board meetings live.
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/aired or airing since the end of April: *Art to You* (3 studio shoots), Belknap County meetings, *5G Wireless Invasion*, *Gilford Public Library Lectures*, Laconia Historical Society, LRPA April Board Meeting, *M Power Hour* (7), National Gallery of Art, NH Executive Council (2), *O! Melodious Show*, religious programs, meetings from Belmont, Gilford, Meredith and Northwood, and updated School Board meetings Inter-Lakes. We have not received an updated Laconia School Board meeting in 6 weeks.

Public/Community/Station Relations:

- I presented my biannual update on LRPA to the Gilford Board of Selectmen on Wed., 5/22.
- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun*, and also in the *Laconia Daily Sun*.