

Station Manager's Report, submitted by Grace McNamara on Thurs., 6/15/17

Administrative:

- On Mon., 6/12, I emailed Christine Blouin, Business Administrator of the Laconia SAU, regarding our lease agreement. She replied that we have a three-year lease that went into effect in June 2016 and that our insurance policies are in good order. (The SAU now requires that I send them a copy of each year's updated insurance policies). Our lease is set until 2019.
- Summer office hours (M-TH, 9-2, Fridays closed) begin on Fri, 6/16 and run through Fri., 9/1.
- The office will be closed for the July 4 holiday (Tues., 7/4).
- Both Jeanne and I have emailed Northwood, inquiring about a new representative to our BOD. As of Thurs., 6/15, I've not heard anything from the town.
- For discussion and vote: proposed dates for 2017-'18 LRPA Board meetings. Per last month's meeting, the suggestion was to set the meetings for Wednesday mornings at 8:30 a.m. at the studio unless otherwise specified. It was also noted that we no longer need to meet monthly, but rather 6-8 times per year. Suggested meeting months included July (1st month of new fiscal year), Sept. (to finalize Belknap invoicing and to set in motion all State requirements), Nov. (prior to Children's Auction and holiday events), Jan. (to finalize membership dues and get them ready for spring mailing), March (the annual meeting) and May (prior to the busy month of June). Any subcommittees formed may meet at any time. Please bring your calendars to the meeting so that we may settle on dates. *** Discussion and vote required ***
- I hope that you are considering people in your communities who might serve on future LRPA subcommittees to address various station needs (finance, marketing, strategic planning, board succession, volunteers, etc.). I look forward to hearing your suggestions!
- As 2016-'17 comes to an end, I want to thank you all for your service to LRPA and specifically for the guidance that you give me as Station Manager. I also want to thank Shane Selling of SOS Tech for his tremendous assistance in all things technical (and his friendship, and everything else ☺). All in all, I think that we've had a successful and productive year. Here's to 2017-'18!

Budget/Fundraising:

- On Mon., 6/12, we received our signed 2017-'18 agreement and membership check of \$5,736.00 from Northwood. Many thanks to Northwood for its continued support of LRPA!
- As of Wed., 6/14, we are waiting on membership checks from Gilford and Laconia. We anticipate receiving Gilford's check by the beginning of July.
- I sent you a draft copy of a Service Agreement for LRPA's work for Belknap County. I have put this topic for discussion on the agenda for our Fri., 6/16 Board meeting. *** Discussion required ***
- Last month, Trish and I discussed the idea of holding an LRPA movie night fundraiser. Meredith has outdoor space as well as a projector system and screen. I looked into costs with two companies that lease rights to movies: Swank Motion Pictures and Criterion Pictures USA. The nonprofit rate for screening a film for a crowd of up to 200 is about \$250 - \$350 (or if you are charging admission, 50% of the take, whichever is more). You supply the film. There are no restrictions on other fundraising possibilities during the event (e.g., raffles, concessions, etc.) I'm not sure that we would make money doing this, but, it was good to look into the possibility, as it gets us thinking about creative fundraising events. I am grateful to Trish for her brainstorming!
- The Q3 invoice for Belknap County (\$1,462.50 should go out next week.
- We have received \$475 from the sale of DVD copies so far this fiscal year. There may be a few DVD copy requests of graduations, but I think that we will close out FY '16-'17 at \$475.

Equipment/IT/Website/Studio:

- Despite work that has been done this past month, as of Wed., 6/15, the station continues to experience connectivity and speed problems. MetroCast made a second service call on Wed., 6/7 and discovered that a filter on our line was completely blocking our third upstream signal. When we downloaded, converted or uploaded content, there was no third channel to handle the overflow and we'd get "kicked off" the internet. Every time we lose internet, we lose Live Stream. The filter was removed and our service improved. However, during the weekend of 6/9-11, Shane was unable to upload content to our Video on Demand page. Speed tests resulted in downloads between 14 – 16 Mbps and uploads between 0.7 – 3 Mbps. Our current package is supposed to be a minimum of 100 Mbps down, 10 Mbps up. On Tues., 6/13, MetroCast sent two technicians and Alan Johnson, a business account executive, to the station to address the problems. The download issues were due to our new router being incompatible with our modem (Shane will replace that router on Fri., 6/16). The upload issue is MetroCast's responsibility, but as of Thurs., 6/15, they haven't solved this problem. I'll keep you updated.

Personnel:

- Tim and I, with the help of Carly DeNauw, are covering the day-to-day work of the station.
- The part-time employee who maintained our Channel 24 bulletin board stopped working on it in a timely and satisfactory manner, so I have moved that responsibility over to Shane. Going forward, the cost associated with that task (about \$80 per month) will be reflected on our SOS invoice. I informed the employee of this change and will remove the employee from our payroll.
- Tim will be on vacation from Mon., 7/3 – Thurs., 7/7 (we are closed on Fridays).

Production and Programming:

- The daily Motorcycle Week press conferences ran each day this week (6/12 – 6/16) on all three channels and on our internet simulcast. We were unable to work out an arrangement to Live Stream the press conferences, but are very hopeful that we can do so next year.
- Belknap County meetings taped since the May 25 LRPA Board Meeting include:
 - Mon., 5/22 Delegation meeting (4:03:21 length)
 - Thurs., 6/1 Commission meeting (1:08:37 length)
 - Commission meeting scheduled for Thurs., 6/14
 July meeting dates have yet to be announced; likely Commission meetings on 7/6 & 7/20. So far this year we have taped 21 (out of an allotted 50) County meetings, *43+ hours of content*:
 - 14 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
 - 9 Delegation Meetings (out of an allotted 10)
 - 2 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 late May/mid-June: Belknap County meetings, *The Cartoon Vault*, Gilford Public Library lectures, *The Groove Tube*, *Humane Happenings*, Laconia Historical Society, Laconia Motorcycle Week pre-press conference (1) and Daily Press Conferences (5), *LRPA After Dark*, LRPA May Board meeting, *M Power Hour*, NH Executive Council (3), POW/MIA Freedom Ride, *Stand Up Laconia*, religious programs, updated meetings from Belmont, Gilford, Meredith (2 live meetings) and Northwood, updated School Board meetings from Laconia and Meredith, and graduation ceremonies from Coe-Brown Northwood Academy, Laconia Adult Academy and Laconia HS. As this report is being finished, I am waiting to hear on the status of

tapings for the graduation ceremonies of Belmont HS, Gilford HS and Inter-Lakes HS. Should we get those recordings, they will be programmed immediately.

Public/Community/Station Relations:

- On Fri, 6/9, I received a list of area town that are served by MetroCast but are not currently members of LRPA. I will bring that list to the Board meeting on Fri., 6/16. As a reminder, the Board could vote to re-connect Channel 25 to any area town served by MetroCast (and not currently connected to another public access station). *** Discussion and vote required ***
- I will be attending a Greater Lakes Region Children's Auction Board meeting on Tues., 6/27.
- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the Suncook Valley Sun and I have added The Weirs Times; I also send to the Laconia Sun.