

## Station Manager's Report, submitted by Grace McNamara on Thursday, 6/20/19

### Administrative:

- The office will be closed on Thurs., 7/4 & Fri., 7/5 for Independence Day.
- I have yet to hear about our Worker's Comp policy audit, which was emailed on Mon., 5/13.
- I also have yet to hear from Christine Blouin at the Laconia SAU regarding LRPA's three-year lease renewal. I emailed her the requested document on Tues., 5/14 and cc'd Bob Hamel.
- LRPA's memberships in both the Lakes Region Chamber of Commerce (\$165) and NH Coalition for Community Media (\$150) have been renewed.
- On Tues., 6/18 I emailed three draft documents to the Board for review: a Board-Volunteer application form, a Conflict of Interest policy and a Conflict of Interest report. As these will need to be voted on, I suggest discussion under New Business. **\* Discussion requested \***
- LRPA's 2019-'20 Board meeting schedule (unless noted otherwise, Wednesdays at 3:00 p.m. at the Station): **July 31, no Aug. meeting, Sept. 25, Oct. 30, Nov. 20 (one week earlier than usual), no Dec. meeting, Jan. 29, Feb. 26, March 25 (Annual Meeting, 5 p.m.), April 29, May 27, June 24.**

### Budget/Fundraising:

- Belknap County needs to be invoiced for their Q3 payment.
- Belmont's Live Stream service contract is up for renewal (\$750).
- I have reached out to Ken Curley regarding late content from Northwood. Last week, a package of DVDs was not delivered via USPS due to insufficient postage. He has asked LRPA and Shane to recommend ways that meetings can be streamed from Northwood.
- I expect to hear about the grant proposal to the Bank of NH Corporate Giving Committee in July.
- Next month I will close out and file FY 2018-'19 documents and open FY 2019-'20 files.
- In FY 2018-'19, LRPA collected \$130.34 in miscellaneous revenue.
- Selling one set of our halogen lights is still a possibility; I'll let you know what happens.

### Equipment/IT/Website/Studio:

- The Wi-Fi chip in the Broadcaster Pro malfunctioned sometime after Thurs., 6/13's Motorcycle Week live stream press conference. Jordan set it up on Friday and it could not connect (he videotaped the press conference and we ran it and uploaded it to LS). Shane tested the Broadcaster Pro back at the office. While the Ethernet connection works (so it can be used if plugged into an Ethernet port), the Wi-Fi does not, rendering it useless to us in the field. Shane cannot replace the chip as it is proprietary. We have three options:
  - Purchase a new Broadcaster Pro for \$500
  - Purchase a competing product, the Teradek Vidiu Pro, for \$775; the advantages to this device are that it has an internal SD recorder backup and it can stream RTMP directly over the internet, which would work well with the anticipated new Tightrope system
  - Not replace the Broadcaster Pro, which means that we can't stream live in the field
 Shane's recommendation is to purchase the Teradek product. We don't need to stream any event in July or August, but we will need a solution moving into the fall, so I'd like the Board to discuss this during New Business at June's meeting. **\* Discussion requested \***
- Shane's July invoice will include the purchase of a new editing computer (budgeted for \$2,000; most likely a factory refurbished, warranted 27" iMac) and 10 new SD cards (also budgeted). Along with the new editing computer, we will need new Adobe software (not budgeted, as I was unaware of this need prior to the budget process). The least expensive option is the annual prepaid business plan for \$240/year. I believe that we will be able to cover this in the budget.

#### Personnel:

I want to commend Jordan for the excellent work that he's done during the very busy month of June. He taped two Belknap County meetings and four graduations (Laconia, Gilford, Belmont and Inter-Lakes), and taped and/or live streamed six Motorcycle Week press conferences. He came into the office to attend production meetings, plan for future events and edit content. He handled himself and the equipment like a pro, even when we had problems (e.g., no Wi-Fi at the Welcoming Press conference in Loudon). I have received nothing but positive feedback on his work, particularly from Belknap County and Belmont, and Charlie St. Clair gave him a live, on-air shout out the Wednesday of MC Week. Jordan represents LRPA in the best possible way.

#### Production and Programming:

- Shane and I have a meeting with Bryan Christiansen, Comcast's Senior Manager of Government & Regulatory Affairs for the Greater Boston Region, on Thurs., 6/27. I set that meeting prior to finding out that Gilford and Laconia's franchise agreements with Comcast *do not* include PEG access. I informed Bryan of this and he still wants to meet. Shane and I are looking forward to it.
- For the first time in LRPA's 20-year history, we taped and/or aired every municipality's high school graduation. Jordan taped 4 out of 5 of these ceremonies (Coe-Brown's was uploaded to YouTube and we downloaded it from there). I am proud of this accomplishment.
- The Motorcycle Week press conferences went well. We took Shane's MiFi to the North East Motor Sports Museum in Loudon but were unable to maintain a Wi-Fi signal strong enough to stream. Jordan taped it, I programmed it and Shane uploaded it to VOD. The daily press conferences were streamed live until Friday morning, when the Broadcaster Pro's Wi-Fi failed. Again, Jordan taped that press conference and it was programmed as well as uploaded to VOD.
- Since the Board met on 5/29/19, we have taped 2 new Belknap County Commission meetings and one Delegation meeting. As of June 30 we will have taped 26 Belknap County meetings. At the end of June 2018, we had taped 18.
- I am waiting to hear from the Laconia SAU regarding live streaming their school board meetings.
- The studio slows down in July and August. Upcoming events we will be taping include Laconia Independence Day parade (Thurs., 7/4), Belmont's 150<sup>th</sup> celebration event (Fri., 7/5), Belmont's Old Home Day (Sat., 8/10) and Gilford's Old Home Day (Sat., Aug. 24).
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/aired or airing since the end of May: Belknap County meetings (3), *Business & Industry Association of NH*, *5G Wireless Invasion*, *Gilford Public Library Lectures* (2), *Groove Tube*, high school graduations from Laconia, Gilford, Belmont and Inter-Lakes, Laconia Historical Society (2), *LRPA After Dark*, *M Power Hour* (3), Meredith Historical Society lecture, Motorcycle Week press conferences (6), *National Gallery of Art*, NH Executive Council (2), *O! Melodious Show* (3), 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 since March 19.

#### Public/Community/Station Relations:

- Jordan has taken over the weekly updates to LRPA's Facebook page.
- *LRPA After Dark* press releases continue to be submitted to the *Laconia Daily Sun* and the following weeklies: Salmon Press papers and the *Suncook Valley Sun*.