

Station Manager's Report, submitted by Grace McNamara on Tues., 7/24/18

Administrative:

- LRPA's summer hours (M-TH, 9-2) began on Fri., 6/8 and will continue straight through Fri., 9/1.
- We received our FY 2017-'18 NH Annual Report Certificate in the mail on Thurs., 7/19. I sent an email to CPA Ken Vomacka (cc'd to Jeanne) on the same day to get the process started. The state's deadline for filing is November 15.
- Both our Worker's Comp and Business insurance policies have been selected for an audit. Jeanne forwarded the completed audit to Holbrook Insurance on Tues., 7/24, and they will send to the Main Street America Group (the underwriter of our policies) ASAP.
- The office and studio floors were washed and waxed on 7/12-13. To accommodate the LHS maintenance staff's request, we closed the office on Thurs., 7/12.
- During the past several weeks, most of the doors in Laconia High School have been changed to high security locks (this applies to LRPA's inner studio door only). Many of the doors (ours included) were pinned to the incorrect lock. We are waiting to get the studio door lock correctly re-pinned, and I'll inform you when it happens.
- LRPA's 2018-2019 Board meeting dates will be held (unless otherwise noted) on the last Wednesday of each month at 8:30 a.m. at the station. Please note that there will be no meeting held during August and December. The dates are as follows: July 25, Sept. 26, Oct. 31, Nov. 28, Jan. 30, Feb. 27, March 27 (Annual Meeting), April 24, May 29 and June 26.

Budget/Fundraising:

- On Wed., 6/6., LRPA received the \$1,000.00 grant check from Eversource. See below under "Equipment, IT," etc. for details on the grant purchase.
- Beginning on Mon., 6-18, we taped a LIVE studio show called *The Exit Team* (more on this under Production below). *The Exit Team* sponsored the cost associated with taping this show during non-business hours, so we received a check of \$90 for a series of six live shows.
- LRPA collected \$2,264.00 in miscellaneous revenue in FY 2017-'18, broken out as follows:
 - \$ 230.00 DVD sales (23 DVDs @ \$10 each)
 - \$ 200.00 Annual Fund donations
 - \$ 100.00 equipment rental
 - \$ 90.00 show sponsorship
 - \$ 644.00 insurance rebate
 - \$1,000.00 grant from Eversource
- Meredith's 250th Anniversary parade committee will be giving LRPA a donation to cover the taping, editing and wholesale duplication of commemorative DVDs of the parade (Sat., 8/11)
- I have closed out our files on FY 2017-'18 and have opened the files for FY 2018-'19.

Equipment/IT/Website/Studio:

- On Tues., 6/19, the SAU sent a NH State inspector (liability and fire) to Laconia High School. As a result of her inspection, LRPA was instructed to purchase and install two (2) heavy duty surge protector/power strips, one each for the server room and the editing station. It was recommended that we purchase one (1) extra surge protector/power strip for the studio and a three-step step ladder for accessing items above our heads. Shane purchased the 3 surge protector/power strips. I am looking into purchasing the step ladder.
- Our new field kits (2 Canon VIXIA cameras, 2 tripods and all the accessories needed for each kit) arrived on Mon., 6/25. The new cameras shoot in HD (MP4 1080/60p) onto a 32 GB SD card,

include an easy-to-use zoom lens, have optical image stabilization and are extremely compact and lightweight (about 2.5" x 5" and weigh less than one pound). They are perfect "point and shoot" cameras. Producers can take their content and post it to places such as Facebook, YouTube, etc. These cameras can also be used as part of our live streaming equipment.

Production and Programming:

- On Thurs., 6-7, Tim (with Shane's supervision) live streamed the 2018 pre-Motorcycle Week press conference from Gunstock. The following week (Mon., 6-11 – Fri., 6-15) Tim live streamed the daily Motorcycle Week press conferences from the Naswa Resort. All six of the press conferences were successful. We used SOS Tech's Verizon 4G mobile hot spot and had perfect HD streaming. Charlie St. Clair and Jennifer Anderson gave both LRPA and SOS Tech promotional considerations each day. More people logged on to watch the conferences on demand rather than live, but that might be expected with an early-morning event. I feel confident in Tim's ability to live stream any local event with the use of a mobile hot spot and the Live Stream device. If we continue live streaming, we may want to look into purchasing our own mobile device (around \$150 with a \$30 activation fee) plus a monthly data plan (\$30/month for 4GB of data, up to 12 hours of streaming). Until we get to that point, Shane will let us use his device.
- On Mon., 6-18, we taped the first LIVE public access show to be cablecast from the LRPA studios in many years. It's called *The Exit Team* and is hosted by Phil Spagnuolo, a NH State representative from Laconia and Ritchie Farrell, an author, filmmaker and former addict. The show is 30 minutes and airs LIVE from the studio on the 1st and 3rd Mondays of the month at 7:30 p.m. with rebroadcasts throughout the week. As with any live production, there were initially a few kinks that need to be smoothed out, but Tim and I look forward to working with Phil and Ritchie over at least the next few months. I am proud of this addition to our schedule.
- Upcoming summer events that we will be covering include Belmont's Old Home Day Parade (Sat., 8/11); Meredith's 250th Anniversary Parade (Sat., 8/11) and Gilford's Old Home Day (Sat., 8/25). This summer continues to be busy!
- We have taped 20 Belknap County meetings in 2018, including 10 Commission meetings, 7 Delegation meetings, and 3 Executive Committee meetings.
- We continue to download movies, TV shows, cartoons and more in the public domain (I just recently downloaded "Attack of the Crab Monsters" – exciting!
- New shows produced/airing in since the end of May: Belknap County meetings, the Children, Families and Community Coalition kick-off event, *The Exit Team LIVE*, Gilford HS AP History Presentation to the Thompson-Ames Historical Society, *Gilford Public Library Lectures*, *The Groove Tube*, high school graduations from Coe-Brown Northwood Academy, Belmont HS and Laconia HS, Humane Society Pet of the Week, Laconia's 125th celebration (including the parade), Laconia Historical Society, *LRPA After Dark*, LRPA May Board meeting, Meredith Historical Society's 250th Anniversary Program series (2 new), Meredith's July 4th time capsule unveiling, Motorcycle Week LIVE pre-press conference and 5 daily LIVE press conferences, NH Executive Council (3), *O! Melodious! Show*, annual POW-MIA Freedom Ride, religious programs, *Today in Focus*, updated meetings from Belmont, Gilford, Meredith and Northwood, and updated School Board meetings from Laconia and Inter-Lakes.

Public/Community/Station Relations:

- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and to the *Laconia Sun*.

- The *Gilford Steamer* ran a front page story in June about my presentation to the Gilford Selectmen. The story was positive for LRPA.
- I assisted with a bit of PR for Laconia 125th celebration. In return, the committee gave LRPA a ¼ page promotional ad in the commemorative booklet.
- As part of my board service to the Lakes Region Chamber of Commerce, I am serving on the Pumpkin Festival committee. We have offered to live stream Friday night's (10/12/18) Zombie Walk and will be on hand to cover Saturday's festival as well.