

Station Manager's Report, submitted by Grace McNamara on Tues., 7/25/17

Administrative:

- On Tues., 7/11, MetroCast announced that its cable system has been purchased by Atlantic Broadband of Quincy, MA. Atlantic's parent company is Cogeco Communications of Montreal, CN. The deal should be finalized in January '18. I haven't been contacted by anyone at MetroCast, but according to their press, we are to expect "no disruptions in customer service."
- Summer office hours (M-TH, 9-2, Fridays closed) remain in effect through Fri., 9/1.
- The office was closed on Tues., 7/4 and will be closed on Mon., 9/3 for Labor Day.
- On Wed., 6/21, I posted the public notice of our new policies & procedures on our website. I sent out a press release on the same day. As of Mon., 7/24, I have not received any feedback regarding the updated policies. Since the policy changes will be publicly posted for the mandated 30 days by our meeting on 7/26, I would like to request a Board vote to finalize the latest updates to LRPA's policy and procedure manual. ***Vote required ***
- We received the renewal invoice for our 2017-'18 cablecast insurance policy (\$2,235) on Mon., 7/17. The check is due by September 1.
- Our FY 2016-'17 NH Annual Report and the \$75.00 annual filing fee are due Wed., 11/15/17. On Thurs., 7/20, I emailed Ken Vomacka to remind him that he has online access to all of our Paychex reports. I cc'd Jeanne and Chan on this email.
- Over the past two weeks, I closed out and filed LRPA's FY 2016-'17 documents.
- A reminder that Board meetings are now held every other month. The meetings are on Wednesdays at 8:30 a.m. here at the station. 2017-'18's meeting dates: 7/26, 9/27, 11/29, 1/31, 3/28 (our Annual Meeting, scheduled at 5:00 p.m., place TBD) and 5/30.

Budget/Fundraising:

- On Mon., 6/19, we received our signed 2017-'18 agreement and membership check of \$14,988.00 from Gilford. On Tues., 7/18, we received our membership check of \$32,232.00 from Laconia. All five of our member municipalities are now current in their 2017-'18 membership dues. **Many thanks to all of our wonderful member communities for their continued support of LRPA and of public access television. It's an honor to work with you for another year.**
- On Mon., 7/17, we received our Q3 payment of \$1,462.50 from Belknap County.
- We have received \$10 from the sale of DVD copies thus far this 2017-'18 fiscal year.
- While Jeanne was on vacation, I made two deposits to BONH: the Q3 Belknap County check and DVD sales cash (\$1,472.50) and the Laconia membership dues (see above). *Depositing is fun.*
- Per your request at the June Board meeting, I wrote a second draft copy of a Service Agreement for Belknap County and emailed it to you on Thurs., 6/29. I received positive feedback from several of you regarding this revised draft and would like to discuss it during new business at our 7/26 meeting. *** Discussion required ***
- I have contacted MetroCast twice to inquire about a refund for the months that we didn't receive our correct upload speed and have yet to receive a reply.

Equipment/IT/Website/Studio:

- On Mon., 6/19, an "advanced" MetroCast technician came to the station and replaced the tap plate located in the school's IT room. The tap plate was faulty, and that led to the problems with our upload speeds. After replacing the tap plate, we get upload speeds above 10 Mbps.

- On Thurs, 7/6, the LHS maintenance staff offered LRPA a wooden, oval conference table that was slated to be discarded. I accepted the table knowing that it needs some refinishing. The table seats six and is more attractive than our old table. I think that it will work out nicely.
- On Tues., 7/11, Paul O'Brien of the LHS facilities department hung our new studio curtain and removed the old curtains. Thanks to Paul for his help with this task.
- On Fri., 7/21, LHS maintenance staff washed and waxed our floors. Again, many thanks!

Personnel:

- Tim was on vacation from Mon., 7/3 – Thurs., 7/7.
- I will be out of the office this afternoon and Thurs., 7/26 as well as Wed., 8/30-Thurs., 8/31.
- We have been approached Forrest Seavey, a local retiree who has many years of experience with shooting, editing and producing high-quality video (and photos). He will be volunteering for us beginning later this summer. We are very excited to welcome Forrest to LRPA!
- On Thurs., 7/13, I celebrated my two year anniversary with LRPA. It continues to be my pleasure to work with everyone involved with the station, including Tim, Shane, our producers, interns and volunteers, and the Board. Thank you all for everything that you bring to LRPA.

Production and Programming:

- Belknap County meetings taped since the June 16 LRPA Board Meeting include:
 - Tues., 6/27 Delegation meeting (1:19:48 length)
 - Thurs., 7/6 Commission meeting (1:33:37 length)
 - Mon., 7/10 Executive Committee meeting (3:12:55 length)
 - Tues., 7/11 Delegation meeting (2:34:23 length)
 - Thurs., 7/20 Commission meeting (2:12:46 in length)

August meeting dates have yet to be announced; likely Commission meetings on 8/3 & 8/17. So far this year we have taped 30 (out of an allotted 50) County meetings, **43+ hours of content**:

 - 16 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
 - 11 Delegation Meetings (out of an allotted 10)
 - 3 Executive Committee Meetings (out of an allotted 10)
- Beginning in mid-June, we experienced problems in reading and converting the meetings sent to us on DVD from the town of Northwood. Shane diagnosed that something had happened on the town's end that rendered the DVDs impossible to "copy," which is part of the conversion process. It took about a month of back-and-forth with Northwood's technical coordinator Gary Garnett, but as of Mon., 7/17, we were able to read and convert the latest batch of DVDs. During this process, I kept Town Administrator Joe Gunter apprised of the situation. We are back on the air with all current Northwood meetings.
- As I believe you all know, on Tues., 7/11, LRPA received an official response from MetroCast regarding our request to resume transmission of Channel 25 to all of the towns that had been turned off in 2015. MetroCast General Manager Ed Merrill responded for MetroCast, noting that the company cannot grant the request, as it is each town's right to determine its own access programming. Each town would need to contact MetroCast and request LRPA as its default public access station. This situation is a bit different from the one that we discussed last month and, I believe, merits discussion. *** Discussion requested ***
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/ airing in late June/late-July: Belknap County meetings, *The Cartoon Vault*, *Gilford Public Library Lectures*, *The Groove Tube*, Laconia Historical Society, *LRPA After Dark*, LRPA June Board meeting, *M Power Hour*, NH Executive Council (2), POW/MIA Freedom Ride,

religious programs , Thompson-Ames Historical Society concert (Gilford; first time they borrowed the camera!), updated meetings from Belmont, Gilford, Meredith (2 live meetings) and Northwood and updated School Board meetings from Laconia and Meredith.

Public/Community/Station Relations:

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