

Station Manager's Report, submitted by Grace McNamara on Friday, 9/20/19

Administrative:

- LRPA's summer hours (M-TH, 9-2) ended on Fri., 8/30.
- We received our FY 2018-'19 NH Annual Report Certificate in the mail on Mon., 7/22. I notified LRPA's CPA Ken Vomacka with an email (cc'd to Jeanne) on the same day. He finished the report and sent it to Jeanne for her signature and the \$75 check, which went out return receipt requested on Mon., 8/5. We received the mailed return receipt on Wed., 8/7.
- We received the memorandum of understanding from the Laconia SAU on Mon., 8/12. I had questions on the agreement and left a VM on Christine Blouin's line, which was not returned. Trish signed the agreement on Mon., 8/19 and I sent it via inter-office mail on the same day.
- The station's floors were washed and waxed Thurs., 7/26-Fri., 7/27.
- The station's office fluorescent lights, including those in the lobby, server room and equipment closet, were replaced with LEDs on Mon., 7/29.
- LRPA's 2019-'20 Board meeting schedule has changed. Unless noted otherwise, meetings will be held on Tuesdays at 3:00 p.m. at the Station: **Oct. 29, Nov. 26, no Dec. meeting, Jan. 28, Feb. 25, March 31 (Annual Meeting, 5 p.m.), April 28, May 26, June 30.**

Budget/Fundraising:

- On Mon., 9/16., we received Laconia's 2019-2020 membership dues of \$31,551.00.
- On Tues., 8/13 we received Belknap County's Q3 dues (\$1,625.00). The Q4 invoice can go out next month.
- As of 9/24/19, LRPA miscellaneous revenue for FY 2019-'20 is \$180.00 (more details until Production below).
- LRPA's grant proposal to the Bank of NH Corporate Giving Committee was formally rejected by a USPS letter received on Mon., 7/29.
- Adam Hirshan of the *Laconia Daily Sun* asked LRPA to provide a live stream of the Laconia mayoral debate (Oct. 21) to the paper. We are charging the *Sun* \$1,800.00 to cover the costs associated with this live production, including personnel and equipment leasing (we don't own a HD field switcher). After expenses, I anticipate that LRPA will net \$900.00 on this event. I will need to invoice the *Sun* and will work with Jeanne to do so. If this event goes well, we may provide the paper with other live events in the future.

Equipment/IT/Website/Studio:

- Shane installed the equipment that Northwood needs to stream its meetings on Mon., 8/19 (school board meeting equipment was installed sometime the week of 9/9). The first meeting that Northwood streamed was a planning board meeting on Thurs., 8/22. I was able to start downloading meetings on Mon., 8/26. This new method seems to be working out very well for Northwood, as they have many views per each meeting.
- On Mon., 7/29, each of LRPA's four AC units began experiencing problems and then failed. I followed procedure and put in an electronic maintenance request the morning of Tues., 7/30. On Thurs., 8/1 I called the new head of Maintenance on to alert him to our situation. A repair company came out that day to make some temporary repairs, which lasted three days. I put in another request and, after several extenuating circumstances, the repair company came back on Thurs., 8/22. I was told that there was a problem with the compressor and that they'd need to order a part, which they did early the next week, as the head of Maintenance had to put in a work order first. On Wed., 9/11, the company removed the compressor to bring back to their

office for repair. They were back the next day. I was told by the head repair person that the compressor had a refrigerant leak and that they replaced the copper coil (the part that had to be ordered). However, he pointed out that most likely, the compressor was installed improperly and that water (rain, melted snow, etc.) had leaked into and sat in the compressor, causing the copper to erode. Aside from the installation of the new coil, they drilled two drainage holes into the compressor case. The repair came to approximately \$3,000, paid for by the SAU. Almost immediately after the repair, I noticed that the server room was still not cool. On Fri., 9/20, the repair people came out and discovered that the unit in the server room also has corrosion, so the issues continue. Several people have been helpful throughout the process. I am grateful to Bob Hamel for his assistance in bringing the severity of the problem to the Laconia School Board's attention, to Paul O'Brien and Bill Caruso in Laconia's maintenance department for their perseverance, and to LHS principal Mike Frederickson for his help in navigating the repairs.

- Shane replaced the editing computer on Wed., 8/7. It is much faster than the computer it replaced and works beautifully.
- For the first time in LRPA's history of covering the Children's Auction, we have an opportunity to stream content in high definition (HD). To accomplish this, LRPA will partner with The Enablement Group (TEG), a local media company that is willing to loan us an HD field switcher. This upgrade will require an equipment purchase of about \$600. It would include seven 30' HDMI cables (one for each camera input; about \$115), one 200' HDMI cable (for remote shots; about \$150) and a decoder and converter box to go from HD output to standard definition (SD) output, which is what we use on Atlantic Broadband channels 25 and 12 (the cost for both is about \$300). If LRPA plans to stream live events over the internet AND our cable channels, we need this equipment. Any other Auction-related purchases would be normal "creature comfort" things such as bottled water, tissues, hand sanitizer, etc. and would amount to no more than \$50. I would like to discuss the purchase of this equipment and get a vote from the Board so that we can move forward with a plan. ****discussion and vote required****
- On Mon., 9/10, I went to Access AV in Concord to meet with our rep Eric Nelson and the regional sales rep for Castus, a scheduling system like Tighrope (our current supplier). I got an introduction to, and demonstration of, their hardware and software program. The quote came in at \$49,368.00 including installation. This is less than our last quote on Tighrope. There are pros and cons to each system. I'd like to discuss this under Old Business. ****discussion requested****
- On Thurs., 9/12, Shane replaced my old PC with the previous editing computer. It's a huge improvement in both speed and efficiency and was a good repurposing of the editing PC.

Personnel: All good, nothing to report

Production and Programming:

- In August we taped Belmont's Old Home Day (Sat., 8/10) and Gilford's Old Home Day (Sat., Aug. 24) as well as the St. Joseph Unity event (Sun., 8/4).
- Jordan edited a short video tour of the WOW-Winni Trail for the WOW Trail board. LRPA received \$150.00 for that work (included under miscellaneous revenue above).
- Since the Board met on 7/24/19, we have taped 5 new Belknap County meetings (Commission meetings on 8/1, 8/12, 9/5 & 9/17 and an Executive Committee meeting on 8/7). As of September 23, we will have taped 32 Belknap County meetings.
- On Thurs., 9/18 Jordan taped the regional DOT presentation held at Laconia City Hall.
- New shows produced/aired or airing since the end of July: Belknap County meetings (5), Belmont Old Home Day, DOT presentation, Gilford Old Home Day, *Groove Tube*, Laconia

Historical Society (3), *LRPA After Dark*, Meredith Historical Society lectures (2), NH Executive Council (3), *O! Melodious Show* (4), St. Joseph Unity Circle, *YOurGA Yoga with Tekla Frates* (1), religious programs, meetings from Belmont, Gilford, Meredith and Northwood, and Inter-Lakes school board. We haven't received a Laconia School Board meeting since 3/19/19.

- We are going into one of the busiest production periods of the year. In October, we will tape the NH Pumpkin Festival (Oct. 18-19), produce a live stream of the Laconia mayoral debate at LMS (Oct. 21) and tape the annual Lakes Region Scholarship Foundation Spelling Bee at LHS (Oct. 24), as well as any County meetings that come up. I expect more production work for the WOW Trail. In November we will be preparing for the Children's Auction (Dec. 3-7 at the former Peebles site in the Belknap Mall). The two-week time period from end of Nov. – early Dec. will be very tight for us: Thanksgiving on Thurs., 11/28; Auction setup on Sat., Nov. 30; Parade on Sun., Dec. 1; Auction audio check on Mon., Dec. 2; Auction Dec. 3-7). A County Commission meeting is scheduled for Thurs., 12/5. If last year is any indication, the County Executive Committee budget meetings will start the week of Dec. 30 and run on a regular basis throughout January and into February of 2020. Busy! If any of you want to help us during this time let me know.

Public/Community/Station Relations:

- On Tues., 7/30, the *Laconia Daily Sun* ran a great story on John Davidson's "What's Next" show that premiered the same week on the station. We helped with the PR on that.
- Jordan has been posting regularly to LRPA's Facebook page. Follow us to see his posts!
- I will be volunteering with setup, traffic, etc. at the NH Pumpkin Festival on Fri., 10/18.
- I have been asked to give a shortened version of LRPA's 20th anniversary presentation at the Taylor Community on Wed., 11/6. 😊
- My next update to the Gilford Board of Selectmen is set for Wed., 11/13.
- *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*.