

Station Manager's Report, submitted by Grace McNamara on Thursday, 9/24/20

Administrative:

- LRPA's summer hours ended the week of 9/7/20.
- LRPA received notice to renew our nonprofit status with the State on Mon., 8/3. I took care of this online, along with the \$25 renewal (charged to our corporate VISA). We are officially renewed and recognized as a nonprofit until 2025!
- LRPA received our FY 2019-'21 NH Annual Report Certificate paperwork in the mail on Fri., 8/7. I emailed LRPA's CPA Ken Vomacka (and cc'd Jeanne) on the same day. He finished the report and sent it to Jeanne for her signature and the \$75 check, which went out certified return receipt requested on Mon., 8/17. We received the mailed return receipt from the State on Wed., 8/19.
- LRPA renewed its media insurance policy on Mon., 9/14 (\$2,354.67, up from last year). All insurance policies are current.

Budget:

- On Thurs., 8/13, LRPA was notified that we had received a grant in the amount of \$4,184.25 from the NH Nonprofit Emergency Relief Fund. Our original application was for \$5,829.45, so we received approximately 71% of our total ask; about average for most nonprofits that applied. The procedure to accept and receive the grant included registering for a NH State Vendor number (we received it on 8/19) and then returning the completed Grant Agreement to the State no later than 8/31 (I returned it on 8/19). The check arrived on 9/3 and I deposited on the same day. Shane ordered the parts for our field production system on 9/7. Some parts are in and we are waiting on the rest. Exciting!
- On Wed., 8/26 we received our Q3 payment of \$1,875 from Belknap County. I plan on sending the 2021 renewal agreement to Debra Shackett next month. My recommendation is to hold our current annual fee of \$7,500. ****discussion and vote required****
- On Tues., 8/11, we received our 2020-'21 membership dues of \$31,400 from Laconia.
- On Tues., 9/8, we received our 2020-'21 membership dues of \$5,906 from Northwood.
 - All dues are now up to date. Many thanks to our membership municipalities for their continued support!
- LRPA's miscellaneous revenue for FY 2020-2021 stands at \$0.00.

Equipment/IT/Website/Studio:

- I attended a webinar on training for the Castus server on Thurs., 8/20.
- I am uploading all pertinent content to our VOD page. While my source is still working on how both VOD and live streaming of the three channels are embedded on our website, the solutions seem not to be that simple. So we're still working on it, but people have been going to VOD and watching content.

Personnel:

- Jordan has resumed coming into the office 12-2 days per week outside of covering Belknap County meetings and events.

Production and Programming:

- On Thurs., 9/10, I received an email from Glenn Smith, Finance Director for the City of Laconia, informing me that the City Council was planning on meeting in-person again (as well as conducting the meeting via Zoom). To accomplish this, they'd need to move to a larger space

and planned on going to the cafeteria at the Huot Center at LHS. Glenn was asking if LRPA could take over broadcasting their live meetings on Atlantic Broadband for as long as they hold the meetings at the Huot. As LRPA no longer has control over ABB channel 26, I offered channel 24 instead. It took us two weeks of working with Laconia's IT department, Shane and the IT department at the Laconia SAU (!!!), but we finally figured out a way to broadcast these meetings live out over channel 26 AND to allow the City to also stream the meeting live to YouTube (spoiler alert: the Castus was NOT the issue). The first City Council meeting affected by this change will be Mon., 9/28, 7-11PM. The Inter-Lakes school board meetings timeslot that is displaced by this move has been re-allotted to Saturday evenings at the same time, as well as more times on their regular timeslots. I think that everyone is pleased with what happened. We are happy to assist the City with this new (temporary) endeavor.

- On Wed., 8/12, we conducted our 4th live COVID-19 press conference for Laconia.
- On Wed., 8/19, LRPA worked with TEG Productions to produce a live, 30-minute segment on Charlie St. Clair's "Today in Focus" show with Democratic gubernatorial Andru Volinsky. (We had produced a similar segment in July with candidate Dan Feltes.)
- Jordan recorded the Motorcycle Week opening press conference at 11:00AM on Thurs., 8/20 at the North East Motor Sports Museum in Loudon. He then returned to the office and edited the press conference, which I uploaded to LRPA's VOD page.
- The Governor is holding NH Executive Council meetings again, so I've been able to program those accordingly on our schedule.
- The Laconia School Board is conducting their meetings over Zoom and they share them with us, so after a 2-year absence, I am once again able to program Laconia School Board!
- Planning has begun for some version of this year's Children's Auction. Based on CDC precautions, the Auction may be virtual or "hybrid-virtual." I do have some concerns about this event and have brought those to the attention of the GLRCA board.
- Since the Board last met on 7/28, we have taped 4 new Belknap County Commission meetings.
- I am, once again, downloading vintage content from the internet onto the server (!).
- New shows produced/aired or airing since late July: *Art to You*, Belknap County, Laconia COVID-19 Press Conference (live), Laconia Motorcycle Week welcoming press conference, tow (2) Today in Focus programs with Democratic gubernatorial candidates (Feltes and Volinsky, both live), religious programs, meetings from Belmont, Gilford, Laconia, Meredith and Northwood and updated Inter-Lakes, Laconia and Northwood School Board meetings.

Public/Community/Station Relations:

- News releases sent out weekly to both The Sun and to the Salmon Press weeklies
- I continue reaching out to local nonprofits with requests for submissions to our bulletin board