

Station Manager's Report, submitted by Grace McNamara on Tues., 10/30/18

Administrative:

- The Station will be closed on the following dates:
 - Mon., 11/12 for Veteran's Day
 - Thurs., 11/22-Fri., 11/23 for Thanksgiving (trying to close down early on Wed.)
 - Mon., 12/24 – Wed., 12/26 for Christmas
- On Thurs., 9/27, Christine Blouin, Business Administrator for the Laconia SAU, called to request that LRPA's insurance broker provide the SAU with a certificate of liability naming the SAU as an additional insured party. This is to limit the SAU's liability for any potential claim against the station. (The certificate came on Mon., 10/1 and I put it in inter-office mail the same day.) During our phone call I mentioned some of the challenges that the station experiences in the LHS building, including ongoing problems with our front door (rust, bugs and snow blowing in through the gaps, lock issues, security concerns), winter weather issues such as being plowed in, black ice on our walkway, etc. She understood the issues and agreed that these types of building problems need to be addressed by the SAU. She recommended that I request a sand/salt bucket be placed in our lobby so that the walkway can be treated during icy weather. I will speak with the maintenance department about this and will keep you informed.
- Bob Hamel purchased a wireless doorbell for the Station. It was installed by LHS maintenance on Tues., 10/9. Thank you to Bob for this donation to LRPA!
- LRPA's lease with the Laconia SAU is up in June of 2019. Bob H. has contacted the Christine Blouin at the SAU to meet about the renewal for 2019.
- Our media insurance policy payment was received by the broker's office on Wed., 9/26.
- On Fri. 9/28, I sent an email to non-member towns in our area, explaining the simple process to resume the transmission of LRPA channel 25 programming. I sent the email to administrators in Center Harbor, Franklin, Gilmanton, Northfield and Sanbornton. I am waiting until the administrator change takes place in Tilton. As of Tues., 10/30, I've had no replies.
- LRPA's 2018-2019 Board meeting dates are held on the last Wednesday of each month at 3:00 p.m. (note the time change!) at the station. Please note that there will be no meeting in December. The remaining dates are Nov. 28, Jan. 30, Feb. 27, March 27 (Annual Meeting), April 24, May 29 and June 26.

Budget/Fundraising:

- Following up on the discussion from last month's Board meeting regarding the rate for LRPA's service agreement with Belknap County: as I stated in September, my recommendation for LRPA's 2019 proposal to Belknap County is to hold our rate at \$6,500.00, payable by invoice each quarter at \$1,625.00. Jamie Ellsworth called me on Fri., 10/26 to ask about next year's rate. I told her that it would need a Board vote, but that I thought that it would stay the same. ****discussion and vote required****
- Thus far in FY 2018-'19, LRPA has collected \$50.00 in miscellaneous revenue.

Equipment/IT/Website/Studio:

- Following up on the discussion from last month's Board meeting: Shane and I met with Randy Visser, the regional representative for Tightrope Media, (our server/software provider). Based on that discussion, LRPA doesn't have the budget necessary to purchase an upgraded server and software package (about \$40,000). The next best option is for us to purchase a content backup server. This would cost less than \$3,000.00. ****discussion and vote required****

Production and Programming:

- As an overall trend, I would say that the Station has been busier this year than last year. We continue to field requests to tape events and to borrow our equipment.
- We are working on live streaming this year's Holiday Parade (Sun., 11/25) as a two-camera live switch. We can do this by using our Live Stream Broadcaster and borrowing one from The Enablement Group. Celebrate Laconia and the Belknap Mill are this year's co-sponsors, and are interested in giving LRPA credit, along with WEMJ-FM, as broadcasters of the event. Shane and I will be testing the boxes this Friday.
- On Thurs., 10/11, Ray Sleeper, head of the Huot's Multi Media program, confirmed that his students will be assisting with the Auction and that they will lend us the necessary equipment.
- Upcoming events include the final Meredith 250th Anniversary lectures (11/6), Laconia Holiday Parade (11/25), Windham Jazz Ensemble at Belmont High School (12/2), and the Greater Lakes Region Children's Auction (Dec. 4-8).
- Thus far in 2018, we have taped 30 Belknap County meetings, including 16 Commission meetings, 10 Delegation meetings, and 4 Executive Committee meetings. Based on what's been posted on the County calendar (4 more Commission meetings scheduled) and our previous experience, we could tape 6 or more County meetings this year. We will have one Commission meeting the Thursday of the Auction, and may also have a Delegation meeting that week as well. If that's the case, Tim will cover the meetings.
- We continue to download movies, TV shows, cartoons and more in the public domain.
- New shows produced/airing since the end of September: Belknap County meetings, *Belknap County Sportsmen's Association Gun Safety Tutorials (2)*, *Fitness Made 4 You*, *Gilford Public Library Lectures*, *The Groove Tube*, Laconia Historical Society, Lakes Region Manufacturing Symposium, *LRPA After Dark*, National Gallery of Art programs, NH Executive Council (2), *O! Melodious! Show*, 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:

- I will be visiting the Wed., 11/14 Gilford Selectmen's meeting to give my twice-yearly update. I will promote our Canon VIXIA cameras and will float the idea of Gilford residents serving on the Board. If any other membership municipality would like me to visit and give an update or field questions, I would be happy to oblige.
- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun*, and also in the *Laconia Daily Sun*.