

2019Q1 CAC REPORT

July 2018- September 2018

FY2019Q1 Highlights

Highlights from LexMedia community productions for this quarter include: coverage of all the Chamber of Commerce's summer concerts at Emery Park and the Visitors' center, Bicentennial Band concerts at the bandstand at Hasting Park, ground breaking at the new Children's Place school, Town Manager Carl Valente's Retirement Party, Independence Day programs, and Minuteman Bikeway celebrations, men's softball championships and LHS football and soccer.

We produced special programming for Lexington Global Action Warming Committee's Sustainability Fair, the Special Needs Arts Program, content for the Jonas Clarke Middle School Mandarin teachers and an art reception at The deCordova Museum. We interviewed candidates running for the State House of Representatives and covered debates sponsored by The Lexington League of Women Voters. In the studio we produced more episodes of In Conversation with Steve Iverson, The Nate Bourjolly Talk Show, and Hungry for Travel.

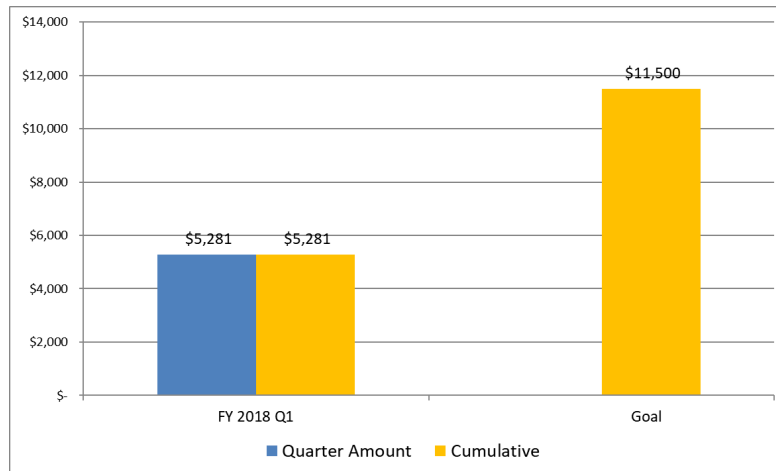
LexMedia employed three interns during the summer, one from Lesley College and two from LHS. They learned to edit in Adobe Premiere Pro and Photoshop and were sent on assignment to film events in the community.

In fundraising, we had some studio rentals and we held our summer film making class for middle school students.

a) Fundraising Targets

LexMedia's fundraising target for the 2019 fiscal year is set at \$11,500. We raised over \$5,000 in the first quarter and are confident we will reach our goals.

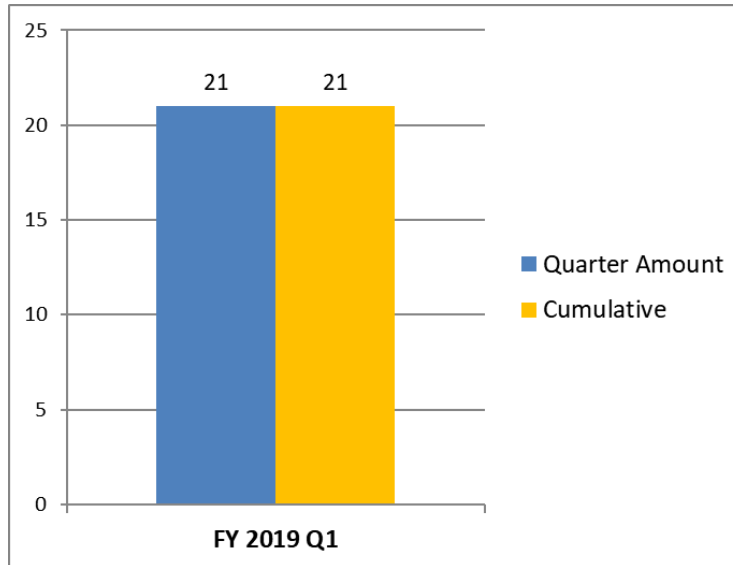
FY2019 Q1 Fundraising Target



b) Statistics on Number of Residents Trained, Town Board and Committee Members Trained

LexMedia trained 21 volunteers in this quarter. There was no training for Town Board or Committee members in Q1FY2019.

FY2019 Q1 Volunteer Training

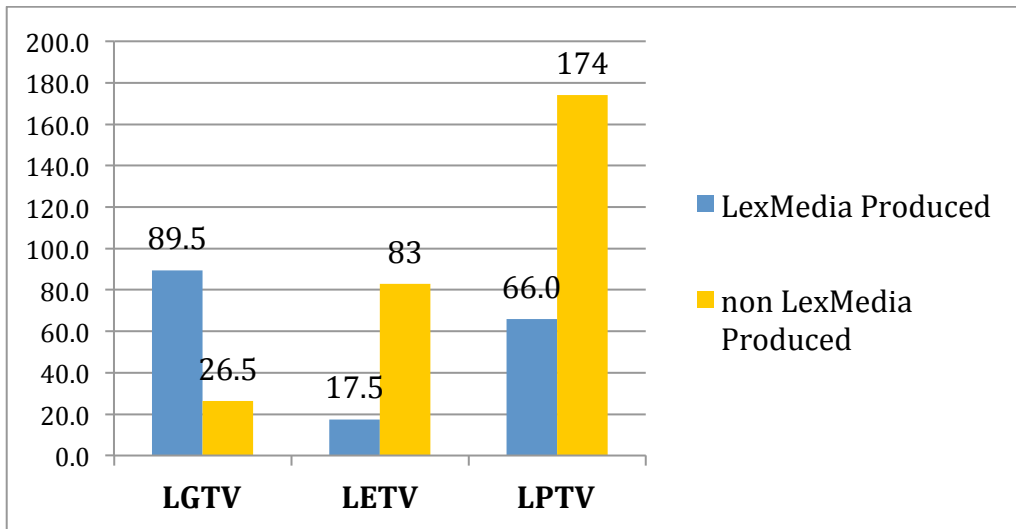


c) Number of Hours by Type of Programming (Public, Education, Government, and LexMedia or non-LexMedia produced programming)

LexMedia produced almost 90 hours of local programming for the Government Channel this quarter, 17 hours for the Education Channel and over 60 hours for the Public Channel.

Below is a breakdown of all LexMedia produced **first run** program hours for each channel. Each program was repeated at least three times in accordance with our contract.

FY2019 Q1 Programming



d) LexMedia required meetings and additional non-required government meetings.

LexMedia recorded all required meetings in Q1., 16 required meetings and 20 additional required meetings July - September. They have all been indexed and are available for viewing on our Lexmedia.org On Demand service.

Here is the breakdown of required meetings:

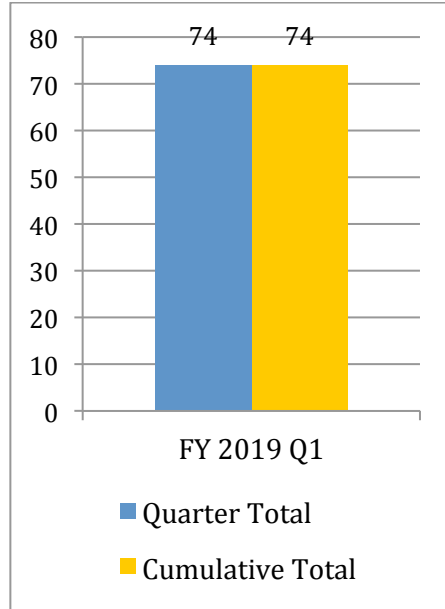
Board of Selectmen	8
School Committee	3
Planning Board	5

Here is the breakdown of additional required meetings:

Board of Appeals	6
Conservation Com	5
HATS	2
Historic District	3
Historical Com.	3
Transportation Survey	1
Forum	

e) **The number of On Demand programs available for rolling 13 months.**
 LexMedia added a total of 74 programs to the On Demand site this quarter.

Total Number of On-Demand Programs



Using Google Analytics we tracked a total of 1362 unique events on the on-demand server in Q1. We are unable to track back the full 13 months because we changed on-demand servers last October. Monthly results back to November 2017 are listed below.

FY2019 Q1 On-Demand Views

<u>Month</u>	<u>Unique Events</u>
<u>Sep-18</u>	<u>471</u>
<u>Aug-18</u>	<u>513</u>
<u>Jul-18</u>	<u>378</u>
<u>Jun-18</u>	<u>713</u>
<u>May 18</u>	<u>1243</u>
<u>Apr-18</u>	<u>712</u>
<u>Mar-18</u>	<u>1051</u>
<u>Feb-18</u>	<u>331</u>
<u>Jan-18</u>	<u>1111</u>
<u>Dec-17</u>	<u>337</u>
<u>Nov-17</u>	<u>340</u>
<u>Oct-17</u>	<u>---</u>
<u>Sep-17</u>	<u>---</u>

f) Equipment Purchased During the Quarter and Cost of Each Item

LexMedia spending through Q1 totaled \$13,418. The largest purchases were two new edit systems and new signage for our building.

Date	Capital Item	Cost
7/5/2018	Mac Pro	\$ 4,780.18
9/12/2018	Apple MAC	\$ 4,142.68
9/19/2018	Construction and sign installation	\$ 2,275.00
9/26/2018	Sennheiser Lavelier Microphone System 2 @ 399 each	\$ 798.00
9/26/2018	LexMedia Signage	\$ 1,422.50
Total		\$ 13,418.36

g) Complaints Received During the Quarter and Their Dispositions.

There were no complaints reported in FY2019Q1.

Additional: LexMedia Operating Expenses

Below is a chart showing LexMedia operating expenses for FY2019Q1.

LexMedia Operation Expenses

	FY 2018 Q1	Total
Personnel Expenses	\$ 54,614.51	\$ 54,614.51
Employee Benefits	\$ 13,340.55	\$ 13,340.55
Outside Services	\$ 7,559.79	\$ 7,559.79
Occupancy Expenses	\$ 917.76	\$ 917.76
Studio Operating Expenses	\$ 655.14	\$ 655.14
General	\$ 13,767.93	\$ 13,767.93
Total	\$ 90,855.68	\$ 90,855.68