



Planning meeting 2020

November 7th, 2019 – 10:00 AM Terry Redlin Art Center Watertown SD-

Board of Directors Attendance: Amy Lingbeck, ~~Jeremy Billings~~, Ray Olson, George Lipetzky, Jon Hoffman, ~~Mike Assarsson~~, Paul Kreun, Dan Langness; Patrick Davis, Bill Chatwell.

Associate Board Members: ~~Jeremy Schmeichel, Rich Grosz, Joe Anderson, Matt Huovinen~~, Mike Schmit, ~~Brad Bixby~~, Greg Paulson, Harry Knutson, ~~Dave Bosch, John Shimota, Scott Peterson, Matthew Thompson~~, Brett Steele

Region 6 Director Attendance: Tom Heier

Reporting Member: Amy Lingbeck

Time: 10am

AGENDA

1. **Roll Call:**

- Non-Attendees crossed off above.

2. **Resignation of Jay Hertel** – Jay resigned his position as the President of the Dakota Territory chapter effective Monday, October 28, 2019. The first order of business is to fill his vacancy. Jon Hoffman nominated Ray Olson to fill out the remainder of the year as President. Dan Langness seconded the nomination. No other nominees were brought before the board.

- ✓ Motion to appoint Ray Olson as interim President.

- Made by: Paul Kreun
- Second by: Bill Chatwell
- All approved.

- ✓ Motion to adjourn.

- Made by: Paul Kreun
- Second by: George Lipetzky
- Ray adjourned the meeting at 10:03am

1. **Roll Call:**

- Non-Attendees crossed off above.

2. **Review previous meeting notes:**

- ✓ Motion to approve previous meeting notes.
 - Made by: Paul Kreun
 - Second by: Dan Langness
 - All approved.

3. **Treasurer's Report:** Jon Hoffman – All Expo expenses for Ray have been turned in and paid for. Jon will reach out to Ethan to ensure that he has his receipts turned in as nothing has been received up to this point. No other outstanding bills are pending payment. The current account balances are below.

The Board discussed the option to move our banking from Wells Fargo to Bank of America. Since there are no local Bank of America locations in North Dakota or South Dakota, the board agreed that there is no clear benefit to making the move. Cherri has made adjustments with the reporting to ensure that we have our financials available before they are due at National.

- ✓ Motion to approve current finances and retain banking at Wells Fargo.
 - Made by: Amy Lingbeck
 - Second by: Bill Chatwell
 - All approved.

4. **Matrix Update** – Bill Chatwell

- ✓ Compliance – Since the last Matrix update, we have completed the 3rd Quarter financials, submitted the By-Laws for review, (they were accepted), the entire board is now comprised of SCTE members, all members have signed confidentiality, and training hours are over 30 hours. These completed items should satisfy our compliance requirements.
- ✓ Recruitment – As CAP members, the attrition in membership for Midco and SparkLight is due to employees leaving the organization, or not having as many technicians sign up for courses. Jon informed the board that at Midco there has been an increase in new hires, and that within the next year there will be more techs starting their SCTE coursework.
- ✓ Striving for Excellence – The board agrees there is room for improvement in this category. Dan inquired about the requirements for having a school outreach program and the level of participation required for gaining points in a charitable organization. The Chapter does support MTI and the Mitchell Robotics team. Amy will follow up and determine the criteria for each. The opportunities lie in completing a strategic plan,

supplying a calendar of events, providing a year end evaluation, and having a meeting with senior leadership. Dan believes that SparkLight has support from executives and will reach out to confirm their position. Midco has support from the CTO and others in leadership roles. Amy will follow up and determine the criteria for these items as well.

- ✓ Professional Development – Jon will follow up on training sessions to determine if there were any missed opportunities where employees completed certification testing but were not properly documented. We did see a nice increase in the percentage of training attendance.

5. **2020 Elections:** - With the resignation of Jay Hertel, Julie Bent, and Cherri Olson earlier this year, there are two vacant positions on the board. The Board of Directors is comprised of 12 members. In order to comply with Chapter By-Laws, one half of the board is required to be up for election each year. This year there will be eight people elected to the board. The two nominees with the least number of votes will serve a one-year term rather than a two year. This will realign the board to ensure we remain compliant and regularly have half of the board up for election every two years. The following members are up for re-election:

- ✓ **Amy Lingbeck** – Midco
- ✓ **Jeremy Billings** – Midco
- ✓ **George Lipetzky** – Midco
- ✓ **Mike Assarsson** – Midco
- ✓ **Dan Langness** – SparkLight
- ✓ **Bill Chatwell** – Midco

Amy will send out a call for nominations. All nominations and biographies of those interested in a board seat will need to be submitted by November 22nd. Ballots will be ready November 25th and voting will end on December 9th. New board members will be announced on December 13th.

Anyone interested in running must turn in a biography by November 25th to be added to the ballot. The previously established election committee of Paul Kreun and Brett Steel will compile the votes and forward the results to the board officers. Bio information should be sent to Amy and Ray for posting to the website.

- ✓ Motion to accept proposed election plan.
- ✓ Made by: Dan Langness
- ✓ Second by: Paul Kreun
- ✓ All approved.

6. **2020 Budget** – Upon reviewing cost associated with the 2019 budget, the board discussed options for reducing some costs. Rather than identifying the specific entities for donations, the board discussed having some flexibility in that area, but capping the total amount of donations

at \$2,000. Harry offered up the option of creating a scholarship that could benefit the children of members or those attending the various near by technical institutes. Overall, the board liked this idea, but more information and an implementation plan will be required before moving forward with it. All agree that it remains part of the \$2,000. Harry, Mike, and Brett will search out some examples of how successful scholarship essays are run and bring those ideas back to the board for review.

✓ **Estimated Costs:**

Training Costs	
Donations	
CLC Expo Travel (April)	
EXPO - Denver (Oct)	
North Country Vendor Day (March)	
Dakota Territory 2020 Vendor Day (May)	
Total	

- ✓ Motion to accept proposed budget.
- ✓ Made by: Dan Langness
- ✓ Second by: Pat Davis
- ✓ All approved.

7. **2020 Training Session:** - Each person or group is responsible for arranging the necessary information for their training session. This includes any flier information and webinar requests to National.

- ✓ JANUARY – **Who: Pat Davis**
What: RF Basics and Fixed Wireless or another subject TBD
When: January 16th
Where: Aberdeen Dakota Events Center
Board Meeting January 15th at Maverick’s @ 6:30pm
- ✓ FEBRUARY – **Who: Bill Chatwell and Tom Heier**
What: In Home WIFI – Hitron and IOT
When: February 26th
Where: Sioux Falls
- ✓ MARCH – **Who: Anyone**
What: North Country Vendor Days/Region 6 Summit
When: Unknown as of the meeting
Where: Unknown

- ✓ APRIL – **Who: Greg Paulsen**
What: TDR – Springboks
When: April 15th
Where: Rapid City

- ✓ MAY – **Who: Everyone/Pat to follow up on presenters**
What: Vendor Day – Expo/EPON Next Gen/IOT
When: May 14th
Where: Fargo

- ✓ JULY – **Who: Dan Langness**
What: WIFI Interference (MetaGeek)
When: July 16th
Where: Webinar

- ✓ September – **Who: George Lipetzky**
What: Update on IPTV
When: September 23rd
Where: Webinar

- ✓ OCTOBER – **Who: Tom Heier**
What: 5G or 10G? Next Generation – Need for Speed
When: October 28th
Where: Webinar

- ✓ NOVEMBER – **Who: Everyone**
What: Planning Meeting
When: November 18th 10a-4p
Where: Terry Redlin Arts Center

8. **Vendor Show – Fargo, May 14th**

- ✓ **Vendor Show** – Brett will oversee the Vendor show since it is in Fargo this year.
- ✓ **Cable Games** – Jon will oversee cable games.
- ✓ **Vendor List** – The board will divide the vendor list and follow up with those most familiar or routinely do business with.
- ✓ **Gifts** – The board discussed costs associated with the vendor day. Amy made a motion to set the limit on all gifts at \$1,200. George seconded. All approved.
- ✓ **Other items** – The board members took on assignments to complete activities as they had in years past. George, Bill and Dan agreed to assist with the score sheets.

9. Sponsorships for Vendor Day

- ✓ Bronze - \$350
- ✓ Silver - \$600
- ✓ Gold - \$1,000 + verbal thank you during the event.
- ✓ Vendor table - \$350
- ✓ Exclusive Meal Sponsorship - \$1,500 minimum
- ✓ Exclusive Refreshment Sponsorship - \$750 minimum
 - Motion to alter the cost of sponsorships.
 - Made by: Amy Lingbeck
 - Second by: Dan Langness
 - All approved.

10. Social Media sites:

- ✓ <http://www.sctedakotaterritory.com/>
- ✓ <https://www.facebook.com/Dakota-Territory-Chapter-of-SCTE-456924661011761/>

11. Additional Business – No additional business was brought before the board.

12. Motion to Adjourn –

- ✓ Made by: Paul Kreun
- ✓ Second by: Jon Hoffman
- ✓ All Approved.
- ✓ Ray adjourned the meeting at 2:30pm