



## 2024 Planning meeting (11/28/2023)

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**November 28th, 2023 – Watertown, SD**

**Attendees: Nevada Moe, Jeremy Billings, Dan Langness, Bob Hodowanic, Pat Davis, Jeremy Ebsen, Nate Hockstra, Ray Olson, Jon Hoffman**

**Call to order:** 9:00 am

**Review minutes:**

Review Last year's meetings minutes  
Motion to approve – Jeremy Billings  
Second – Jeremy Ebsen  
All in favor

**Treasury report:**

**Checking Account - \$**  
**Savings Account – \$**  
Motion to accept: Jeremy Billings  
Second: Ray Olson  
Approved: all in favor

**2024 elections:**

**Succession planning**

The following are up for elections this year: Dan Langness (possibly stepping down from president), Nathan Hoekstra, (willing to step into presidents roll) Jeremy Billings, Greg Paulson (retired) Caleb Anderson (moved), Bill Chatwell (stepping down), George Lipezky (retired)

Ray has sent out a call for nominations

- Our Bylaws state that we can have 14 board members and 10 associates. New Bylaws coming into effect? Annual membership meeting in the first quarter of the year to give an annual report and transact business. 2. Chapter boards may be between 5 and 12 seats this gives guidance.
- Anyone wanting to run will need to turn in a short BIO to Ray and Ray will post on the website.
- Incumbent Board member Candidates
  - Past Board Member Candidates
  - Dan Langness- Sparklight
  - Jeremy Billings - Midco
- New candidates for Director Positions
  - Chad Stitz - Midco
  - Jeff Baum - Midco
  - Jim Bertocchi – Midco
  - Anthony Sterkel - Golden West

#### Review of Associate Board Members

Mike Schmidt Blue Peak (retired), Bill Chatwell stepping down to assistant, George Lipezky (retired) Greg Paulson (retired) Caleb Anderson (moved),

Do we need to have an election if 4 people are stepping down and 4 new people are willing to step into Director positions? Jeremy E and Ray O will send out a notice that we will not be needing an election due to Section 2 – e (see below)

#### Section 2: Election of directors and Term.

- (a) The chapter will conduct elections for Board Members in the fourth quarter of each calendar year.
- (b) The board of directors shall be elected by the chapter associate membership affiliated with said chapter/ meeting group for a term of two years. The election results shall be reported at the annual membership meeting of the Chapter/Meeting Group.
- (c) The board should form a nominations committee as noted in Article VII, Section 2 to properly administer the elections.
- (d) The election shall be for effectively 50 percent of the board seats as described in Article 5, Section 1(a). To encourage chapter participation, the nominations committee shall make every effort to identify at least one candidate more than the number of seats up for election.
- (e) In the event that the number of candidates for an annual election is less than or equal to the number of open Board of Director positions, then the standing Board of Directors may vote to forego the annual election. In doing this, the Board of Directors may entertain a motion to accept the candidates as duly elected.

#### Planning:

**2023 training evaluation discussion. How do we make sure our training events get the utmost exposure??**

#### 2024 budget:

- Need to put together the estimated costs for the following:
  1. Costs:
    - a. ESTIMATED – down \$1,000 in 2023, mainly because our vendor day didn't bring in the amount of money we budgeted. The Sandford Convention overcharged, specifically in food costs. Thinking of moving the location for 2025 since we have it in Fargo in 2024.
    - b. Annual board meeting: Aberdeen \$700?

2. Donations- SCTE Foundation, Kathy Oaks, \$-?
  - a. Probably skipping Kathy Oaks foundation in 24'
3. Robotics program: \$-?
  - a. We will probably be scrapping this charity.
4. CLC Travel –
  - a. Planning on budgeting \$4000 for two people April 9-10
  - b. No rental car should be needed, UBER will do.
  - c. Flight costs range from \$350-\$500 round trip.
5. Expo
  - a. How many do we send? Two board members and Cable Game winner.
  - b. We will budget \$6000 for the three people – ATLANTA.
  - c. Should the board plan the travel, booking flights and hotels so we can manage the budget better.
6. 2024 Dakota Territory Vendor Day Cost -?
  - a. The Holiday Inn where we always have it is booked. May 15 (board mtg and dinner) and 16 Vendor Day, cable games.
  - b. May 15<sup>th</sup> Board Meeting/Dinner \$800
  - c. May 16<sup>th</sup> Vendor Day \$7000
  - d. Gift Cards \$500
  - e. Metals \$250
  - f. Prizes \$1500
  - g. Web \$250
  - h. Constant Contact \$250
  - i. Shirts \$150
7. Board Meeting -?
8. Aberdeen 2023 costs \$900, AmericInn location
9. Any Other?
10. Website hosting fees - \$350
11. Constant contact - \$200
12. Dan Langness has the breakdown in Excel (attached separately)
13. Motion to approve budget: Jeremy Billings
14. Second: Nate Hokestra
15. Approved: all in favor

**Charities: 2024**

1. Motion to NOT donate to charities in 2024: Jeremy Billings
2. Second: Ray Olson
3. Approved: all in favor

Cathy Oakes  
 SCTE Foundation  
 MTI Robotic  
 School of Mines  
 Mitchell Technical Institute

**Sponsorships Amounts for Vendor Day:**

1. BRONZE - \$400.00
2. SILVER - \$600.00
3. GOLD - \$1000.00
4. Table - \$350

### NEW SPONSORSHIPS

5. Breakfast sponsor – \$500
6. Lunch sponsor - \$100
7. Motion to keep the same costs for sponsorships and adding food sponsors: Jeremy Billings
8. Second: Nevada Moe
9. Approved: all in favor

#### **Social Media:**

- Website: <http://www.sctedakotaterritory.com>
- Newsletter: Yes – No - ?
- LinkedIn: <https://www.linkedin.com/groups/6639151>
- Jeremy Billings might possibly add a twitter/X account for the chapter

#### **2024 training dates**

I need committees of 1-2 people for each of these trainings. We will pool ideas for training, dates and areas to get on the national calendar. Our first one will be in Jan. and I want the dates and speakers for each training nailed down no later the 30 days prior to the date agreed upon.

- **January**
  - Jan 24 Wednesday Optical roadshow in Aberdeen
  - Jan 23 DTC Board meeting.
  - Jeremy Billings and Steve Wallace
  - Training focus, fiber breakout, splicing, OTDR, testing inspection (all hands on)
  - 10-12, lunch, 1-3
  - In person Aberdeen- Wed 1/24/24
  - Fiber breakout (hands on)
  - Fiber splicing (hands on)
  - OTDR / Test / Inspection
  - (Board meeting 1/23/24)
  - 4 points
- **Feb**
  - XPERTrak
  - Pat will contact Karl Oberlin (VIAVI) for two virtual sessions 1.5 hours max.
  - February 21<sup>st</sup> Wednesday
  - XPERTrak
  - 2 x 1.5 hour sessions, 10:30am, 1pm
  - Pat
  - 2/21/24
  - 3 points
- **March**
  - Best practices underground duct
  - Underground construction practices
  - Bob Hodowanic will set this up.

- Underground construction practices (virtual)
- 2 x 1.5 hour sessions, 10:30am, 1pm
- 3/13/24
- Bob
- 3 points
- **April**
  - Leakage Viavi (virtual)
  - Pat Davis
  - 4/17/24
  - 3 points
  - Virtual, Leakage, Mark Darragh sessions
  - VIAVI
- **May – Vendor Day**
  - Agenda
  - Speakers
  - Training (drop cable, hardline – hands-on)
  - Locators – hands on
- **June**
  - nothing
- **July**
  - nothing
- **Aug**
  - nothing
- **September**
  - Remote Phy, virtual CMTS
  - Call Dave Sinclair
  - 9/18 – Wednesday, two sessions.
- **October:** - SCTE EXPO
  - MetaGeek WiFi
  - Dan / Joel Crane
- **November**
  - Nevada / Brady Volpe (virtual)
  - Planning meeting Watertown
  - 11/6/24
  - 2 x 1.5 hour sessions, 10:30am, 1pm

**Matrix:** Update

**Start Thinking of Speakers for the 2024 Vendor Day**

**Thought for 2024 Vendor Show:**

**Cable Games:**

- TDR
- OTDR
- Meter Reading
- Fiber Splicing
- Jeopardy
- Drop Cable Preparation
- Hardline Cable Preparation
- Other?

**Vendor Day planning:**

- Date -
- Vendor contacts –
- Speakers –
- Attendee contacts
- Posters –
- ID Badges.
- Set up registration survey and attendee list.
- Power point presentation -
- Registration table –
- Food and beverage –
- Medals –
- Hats –
- Gift cards and TV – Ray
- Cable jeopardy Reserved -
- Score sheets and Waivers Cable Jeopardy –
- Lining up judges for cable games and Jeopardy –
- MC for Jeopardy –
- Table map -
- Vendor table logo cards -
- Door prizes. Ray
- SCTE Table –
- Membership give away 4 memberships and 4 certifications – No real need for this with CAP. Echo, TV or bags?
- Gifts for speakers –
- Tools for cable games -
- Vendor day flyer –
- Runners for cable games –
- Any vendor that helps get put on signature sheet for TV.
- Contact to see if he will do the score sheets again. –

Motion to adjourn: Ray Olson

Second: Jon Hoffman

Approve: everyone

Time: 1:30pm

**TOTAL: 270 minutes**