**12-10-18**

**Minutes of North Country Chapter Board: December 5th, 2018**

**Southview Country Club, St. Paul, MN.**

**Attendees/Absent: See Attendance List**

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| **Item** | **AGENDA:** **STATE OF THE NATIONAL OFFICE**: | Presenter **Tom Heier**TOM HEIER GAVE AN UPDATE ON THE STATUS OTHE NATIONAL SCTE. DOCUMENT ATTACHED

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| ACTION ITEMS |  |  |

**MINUTES FROM THE LAST MEETING: BILL DAVIS****TREASURER’S REPORT: RAY GRATKE****BOARD OF DIRECTORS REVIEW: JEFF FISCHER****2018 PROGRESS REPORT AND REVIEW (MATRIX): DAVID PAUNA****2018 ELECTIONS: BILL DAVIS****2018 TECHNICAL SESSIONS: CONRAD BOMBARDIER****2018 CABLE GAMES: BOD** **2018 VENDOR DAY: (37 Vendor tables) (151 Attendees) BOD** **2018 CERTIFICATION: KRISTOPHER BELLMONT****MEMBERSHIP: TBD****CLC PARTICIPATION: BRANDON FERNGREN****OPEN FORUM DISCUSSION, JEFF FISCHER****2019 GOALS: BOD**

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| ADJOURNMENT |  |  |
| **ATTACHED:** * **ATTENDANCE FORM**
* **TREASURER’S REPORT**
* **REGION SIX REPORT**
* **ELECTIONS RESULTS**
* **2019 BOARD CONTACT LIST**
* **STRATEGIC PLANNING GOALS**

**BOARD OF DIRECTORS ANNUAL PLANNING MEETING:** An annual meeting of the North-Country Chapter, SCTE was held on, December 5th, 2018 at the Southview Country Club. 239 Mendota Rd E. Saint Paul, MN 55118**CALL TO ORDER:** Jeff Fischer, President called the meeting to order at, 10:30 am CST**ESTABLISHMENT OF QUORUM:** With 85% of the BOD present, quorum was met.**APPOINTMENT OF RECORDING SECRETARY:** The Chapter Secretary, William Davis, served as the Recording Secretary**PROOF OF NOTICE OF BOD MEETING:** Notice of the BOD Meeting was e-mailed to all BOD on, October 5, 2018, at 9:55 am**APPROVAL OF AGENDA:** A motion was made by William J. Davis to approve the Agenda as presented. The motion was seconded by Ray Gratke and unanimously carried | **2019 CALENDAR OF EVENTS****YEAR-END EVALUATION****SUCCESSION PLAN** |  |

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| **1** | **REGION SIX:** Tom Heier presented his Region Six report (see attached) |
| **2** | **MINUTES:** Bill Davis presented the minutes of the June 8th, 2018 BOD meeting. Terry Manselle moved to approve, Brandon Ferngren seconded and all favored acceptance |
| **3** | **TREASURER’S REPORT:** Ray Gratke presented his Treasurer’s Report (see attached). Terry Manselle moved to approve, Kristopher Belmont seconded – discussion followed and all approved to accept. |
| **4** | **CURRENT BOARD OF DIRECTORS**: Jeff Fischer illustrated the current BOD members and those wishing to resign and those members as a result of the elections to be inaugurated. He stated that the Chapter BOD should consist of no more than (12) Directors in accordance with National SCTE recommendations and our remaining number of (10) Associates should remain intact. No chapter Bylaws need to be changed regarding these limitations and numbers. The Executive BOD will remain a number that includes the, President, V.P., Treasurer, and Secretary. Jeff explained the National Office mandated that the BOD should NOT consist Of one company having over 50% representation on the BOD. The North-Country Chapter is in compliance as stands.  |
| **5** | **MATRIX:**  David Pauna presented a summary of the 2018 Matrix, as of 10-15-18. Two discrepancies were identified: No points were issued for “Charitable Giving” when in fact the Chapter participated with a $1,000.00 donation to, “The Boys and Girls Club of the Twin Cities.” For, June 13th, 2018 MCCA event.Secondly, Conrad Bombardier, Charter Communications is an Energy 2020 Liaison and has participated in calls to that matter. The Chapter has determined to bring that list of contributions illustrated on the Matrix up to a better recognized scale for, 2019. |
| **6** | **CHAPTER BYLAWS REVIEW** Please see the amended Bylaws to reflect the mandated rules set forth by the National Office of the SCTE |
| **7** | **CHAPTER LOGO**: The Chapter Logo was again reviewed and approved by design as recommended by the SCTE National Office. A copy of the new logo is proudly illustrated on these recorded minutes. |
| **8** | **ELECTIONS:** The Election Committee consisted of only one member this year – Bill Davis, which is not held to the standard set forth in our Bylaws that the committee be made up of at least two members, one from the BOD and an alternate member. Nevertheless, a notice was sent to the membership on, Oct. 3, 2018. Only five nominations were issued: (please see the attached). In addition, the five current members on the BOD up for re-election also issued bios for the benefit of sustaining their positions on the BOD. Election notices will go out on, Dec. 11, 2018. Elections will be reviewed and the new BOD for the North-Country Chapter will be assigned at the January 15th, 2019 BOD conference call. |
| **9** | **ENERGY LIAISON 2020:** Conrad Bombardier will continue in this role. Conrad will give the BOD a brief summary of his involvement and committee conference calls as they develop. |
| **10** | **2019 CHAPTER BUDGET**: The Treasurer (Ray Gratke) will develop a budget for projects and events for the coming year and have it reviewed at the Jan. 2019 BOD conference call, motion to accept and will send to the National SCTE office. |
| **11** | **EVENT CALENDAR, 2019**: Bill Davis will send the Event Calendar to the membership before the end of, 2018. |
| **12** | **EAS (Emergency Alert Service) Webinar:** 12-13-18 The Chapter should have five different locations to register for this session: 1. CommSupplyGrp; 2. Comcast Engineering Office; 3. Comcast University Facility; 4. Charter Central Office; 5. MIDCO Cambridge office |
| **13** | **2019 VENDOR DAY AND CABLE GAMES:** The Event will be the same as, (2018) Crown Plaza Hotel, Plymouth, MN. Jeff Fisher will Chair both events. Wednesday, March 13th, 2019 is the date of the events. Cable Games will be conducted from 8:30 am – 11:30 am. Lunch at 11:45 – 1:00. Two sessions will be given: 1:30 – 3:00 and 3:15 – 4:45. The awards ceremony will immediately follow. Registration for the Vendor Exhibits will be at 5:30 and the Exhibits will be from 6:00 – 9:00 pm. Food and beverage will be available during the exhibits.There will be a BOD dinner and meeting the night prior to the Games and Vendor Day. The dinner will be at the hotel. |
| **14** | **MEMBERSHIP:** The Chapter had an 88% membership retention. We saw a growth of 20% in new members. Comcast, Charter, MIDCO will continue to enhance new membership with SCTE membership packets given to all new employees.  |
| **15** | **CLC:** Chapter Leadership conference will be held in Dallas, TX in, 2019. May 1st & 2nd, 2019 is the event. Bill Davis moved to send Elizabeth Bierman (the new Chapter Secretary) and three candidates to select that showed interest. Scott Schoeder seconded and was carried and accepted. |
| **16** | **EXPO:** Jeff Fisher moved to send two members of the North-Country Chapter to EXPO with an expense budget of $1,000.00. The winner of the Cable Games and Mark Peichel, a member who makes great contributions to the chapter. Bill Davis seconded and moved to acceptance by the BOD. The EXPO will be in New Orleans, October . . . . ?? |
| **17** | **CHARITABLE PROGRAM:** Bill Davis moved to participate once again in the 2019 MCCA (MINNESOTA CABLECOMMUNICATIONS ASSOCIATION) Charitable Golf Event. All net proceeds is presented to assist in the growth through education for the Boys and Girls Club of the Twin Cities of Minnesota. This discussion was tabled to re-emerge for consideration at another BOD meeting. |
| **18** | **CHAPTER WEBSITE:** Ray Gratke, Chapter Website Coordinator gave a brief summary of the ongoing changes and development of the Website. It was duly noted that Ray was performing well with his continued focus on the Website progression. There will be no Social Media site developed. |
| **19** | **NEWSLETTERS:** The development of a newsletter was tabled. It appears no one wants to absorb that responsibility in, 2019. No Newsletter was issued in, 2018. |
| **20** | **PUBLISHED ARTICLES:** Tabled for future consideration |
| **21** | **SCHOOL OUTREACH PROGRAM:** Tabled for future consideration |
| **22** | **CHAPTER PARTICIPANT APPRECIATION:** Tabled for future consideration |
| **23** | **SCTE BOOTH:** Bill Davis will look into an event (Women in Cable, National Women Engineers, MCCA Summer Show, etc.) where it would be both logical and helpful to the chapter to participate. |
| **24** | **YEAR END EVALUATION:** Please see attached |
| **25** | **SUCCESSION PLAN:** Please see attached |
| **26** | **EVENT CALENDAR:** Please see attached |
| **27** | **CERTIFICATION:** Thanks to Kristopher Belmont (MIDCO) who held (4) certification sessions, the chapter earned 29 points. Other MSO leaders on the BOD will enhance this process as well. |
| **28** | **WEBINARS:** The Chapter will attempt to conduct (4) Webinars in, 2019. The chapter will conduct a Training related to certification testing as well – in a webinar format. |
| **29** | **2019 TECHNICAL SESSIONS:** **JAN. 23rd, 2019:** Andrew Johnson, Pro Labs: (Webinar) “SFP, Wavelengths, Fiber Management**MAR. 6th:** Carl Hanson, VIAVI Solutions (WEBINAR) MOCA, (In conjunction with Dakota Chapter)**MAR 13th** (Vendor Day) 2 live sessions TBD – possible, Remote Phy, & DOCSIS 3.1**May 1st** SAFETY – DRIVING AND ELECTRICAL “SAFETY” LESSONS; Comcast University**JUN. 19th:** Webinar: TBD – possibly: SCTE Certification Exam Preparation**Sep. 10th** (In conjunction with the Chapter Golf Outing) Topic: SIGNAL LEAKAGE, VIAVI SOLUTIONS**NOV. 13th or 20th . . .** Live Session Plant Maintenance and Standby Power OR E-PON & H.E COLLAPSECHAIR PERSONNEL HAVE BEEN SELECTED FOR EACH SESSION |
| **30** | **THE NEXT BOD MEETING:** Conference call (Comcast will set up the link) January 15, 2019 @ 1:00 pmThis meeting will solidify elected BOD members to BOD assignments.The Training Committee will conduct a conference call under Conrad Bombardier on, January 14th, 2019 the time will be determined and released on, Jan 3rd. 2019. |
| **31** | **ADJOURNMENT:** Jeff Fisher moved to adjourn, seconded by Bill Davis and unanimously carried. The 2018 Annual BOD Planning Meeting adjourned at 3:00 pm, December, 5, 2019. |

Respectfully Submitted; 12-05-2019



William J. Davis, Secretary