***SCTE 2017 Planning Committee Meeting Minutes***

***Held on February 14th at 2pm.***

* Conrad Bombardier opened the call up and had the pleasure of having Kristopher Bellmont, Ray Gratke and Bill Davis join the call.

***ACTION ITEMS DISCUSSED AND TAKEAWAYS:***

* **Survey Feedback:** We reviewed the feedback from the survey results that Ray sent out to the team. Utilized this feedback with putting together the rest of the items and confirming the wants and needs the best we could with our plans for 2017.   
  We thank Ray once again for putting this together for everyone to see.
* **Safety Meeting:** Due to the timeframe, the March Safety Meeting has been set for April 6th at the Tuscan Center in St Cloud, the same location as last year. The location has been booked and we are confirming our meeting speakers at this time. We decided and with the feedback selected to put on the same program as last year with speakers from Gopher State One Call, The Minnesota Office of Pipeline Safety, Xcel Energy and also a State Trooper to talk about texting and driving. These are being confirmed as we speak. Once confirmed Kristopher will be putting together the flyer to be able to send to everyone to send out as well as to Ray to place on our social media and website.   
    
  **Action Item:** Last year, this meeting was sponsored individually due to an email that I sent out asking for sponsorship. We had a conversation on our call asking if we do this again to be able to sponsor the individual meetings or look at a yearly sponsorship to cover all of our activities. It was brought up that we want to ensure that our sponsors and vendors are taken into consideration with what they already do with the SCTE. The tiered sponsorship was mentioned and not a huge fan of that style. The individual sponsor reach out is presented in a manner to who could or wants with no obligation. That if it were available and wanted, we would gladly accept and place the company on a sponsor loop. The other direction is budgeting the money from our fund for these meetings and utilizing that with no sponsorship reach out. I let the attendees know that I would send this out to the board for feedback.   
    
  Could we get feedback from the board on if:  
    
  A) You are in favor individual sponsorship reach out for meetings if available to do so (give what you can if you do)  
  B)Tiered sponsorship for all events though the year (which would be larger amounts)  
  C) No sponsorship reach out and budgeted with our dollars as a board.   
    
    
  Please send the email to myself [Conrad.Bombardier@Charter.com](mailto:Conrad.Bombardier@Charter.com) as soon as possible to help with our plan for the first Safety Meeting.
* **Vendor Day/Cable Games:** The feedback was to keep the format like this past year and have the Vendor Day and Cable Games together on the same day. We spoke on the call regarding possible topics and making sure that the presenters had an audience. This was spoken about not having overlapping topics and having one presentation after the other. The other portion to try and help drive that attendance is that the drink tickets would be given at the end of each seminar ONLY. If you attend both, you get double the tickets, if you don’t attend any, we are sorry but you would not receive drink tickets at the gold outing. It was also mentioned that we possible could look at having another incentive with a door prize that is drawn to someone who attended. In order to qualify for the drawing, you need to turn in your feedback form that we would have on the table to help make sure we get continuous feedback to grow our focus to what the attendees enjoy each year.   
    
  Topics from the survey that were leading for this day was Docsis 3.1, fiber installations and basics, Fiber Muxing Solutions, Performance Testing.   
    
  Bill Davis let us know that he could already have someone in mind for Mux Solutions and Performance Testing. Bill, let me know once confirmed please.   
    
    
  **ACTION ITEM:** Please let us know your thoughts to utilize at this year’s event.   
    
  Seminars:  
  A) Overlapping speakers to cover more topics.  
  B) Condense and combine topics and have back to back speakers.  
    
  Drink Tickets:  
  A) Drink Tickets given at end of seminars and also available at club house.  
  B) Drink Tickets given at end of seminars only.   
    
  Incentive Giveaway with feedback forms:  
  A)Have a giveway item and drawn with feedback forms turned in  
  B)Have feedback forms available and collect  
    
  A)Sponsorship for giveaway item if chosen A) above.  
  B)Board to purchase something to give away if A) chosen above.
* **October Training:** We decided for this to be completed prior to October 1st and Bill Davis will put together with the help of Ray. Bill was going to see what is decided with the Vendor Day topics and did mention that topics that could be used as well for this are TDR, Cable Locators and possibly with Viavi with a solution too.

**Thank you very much for everyone that attended and for everyone in advance with your feedback on the above highlighted items. Please respond by Friday March 3rd to help with planning. Have a great day!  
  
Your 2017 Planning Committee**