

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

July 19, 2018, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of the May 17, 2018, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. April and May Financial Reports.
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. 2017 Audit Presentation
 - 5.2. Capital Equipment Purchases
 - 5.3. Strategic Plan Consultants
 - 5.4. Movie Screen Purchase
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF MAY 17, 2018

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Greg Lee, Anoka; John LeTourneau, Ramsey; Jim Dickinson, Andover; Jim Goodrich, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Ryan Sabas, Champlin; Kurt Ulrich, Ramsey.

Others present included John Sommer, Technology Manager; and Katherine Lenaburg, Operations Manager.

APPROVAL OF AGENDA – 3

Dickinson requested to add an item under New Business titled Community Movie Screens.

Motion was made by Dickinson and seconded by Lee to approve the agenda as amended.

5 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from March 15, 2018

Motion was made by Dickinson and seconded by LeTourneau to approve the March 15, 2018 Regular and Worksession minutes as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. February and March Financial Reports, Quarterly Investment Report

Commissioner Dickinson stated that things remain on track and noted that some of the reserves are being spent on capital projects. He stated that while the investments held are safe, they are yielding a higher return than the money market account.

Motion was made by Goodrich and seconded by Lee to accept the February and March Financial Reports and Quarterly Investment Report.

5 ayes – 0 nays. Motion carried.

4.3 Executive Director

Mr. Sommer noted that Ms. George provided a thorough report in the packet.

Commissioner Dickinson asked for an update on the conversion to HD for the member city halls.

Mr. Sommer provided an update on the process of what has occurred. He noted that the second phase of the Alpha Video contract will soon begin and advised that QCTV has requested an HD channel for each of the member cities from Comcast.

Chair Heitkamp noted that each member city has its own issues that need to be addressed and asked if staff is comfortable that those will be addressed.

Mr. Sommer replied that staff is comfortable that the issues will be resolved throughout this process.

Chair Heitkamp asked if the new “pillowcase” is an enhanced green screen.

Ms. Lenaburg provided details on the physical set and is not a green screen.

Mr. Sommers replied that there was a suggestion to use trade show graphics for the set, which is a realistic method to have a realistic set without spending a lot of money.

Motion was made by Goodrich and seconded by Lee to accept the Executive Director's Report.

5 ayes – 0 nays. Motion carried.

4.4 Presentation to Carl Anderson

Executive Director Karen George could not be present. Katherine Lenaburg made the presentation in her absence. Ms. Lenaburg stated that QCTV formed in 1981 serving the four-member cities to connect communities through local programming. She stated that Carl Anderson has served as Commissioner for more than a decade, providing sound policy advice. She stated that they are very fortunate that Mr. Anderson still lives in the viewing area and will have a standing invite to stop by the studio anytime. She presented a distinguished service award to Carl Anderson for years of service to the Commission and people of the community.

Carl Anderson thanked Ms. Lenaburg for the kind words and stated that he enjoyed his time with QCTV. He thanked the Commission and stated that he will keep an eye on QCTV.

Chair Heitkamp thanked Mr. Anderson and welcomed him as one of Champlin's newest residents. He stated that he always appreciated Mr. Anderson's input on the Commission and his desire to further the technology of the organization.

GENERAL BUSINESS – 5

5.1 Member City CIP

Commissioner Dickinson stated that the Budget and Finance Committees were directed to provide the member city allocations earlier in the year in attempt to solve technology issues in the communities. He stated that for 2019 the recommendation would be set at \$20,000. He stated that is the baseline and the number would not go lower than that amount. He noted that an additional \$20,000 would be held at QCTV (\$5,000 for each member city) for use as needs arise.

Chair Heitkamp expressed appreciation to the Finance Committee, noting that there has been an attempt to balance the needs of the member cities and maintaining an appropriate fund balance.

Motion was made by Heitkamp and seconded by Dickinson to approve the recommendation of the Budget Committee.

5 ayes – 0 nays. Motion carried.

5.2 Studio Cameras Capital Purchase

Mr. Sommer stated that staff is planning to bring a larger project in July but there was a unique situation in which the camera that they had been planning to purchase was discontinued. He stated that because the organization obtained a quote in March, there has been an offer to purchase a better camera at the lower price. He recommended purchasing the cameras at this time and noted that the larger project will still come forward later this summer.

Motion was made by Goodrich and seconded by Lee to approve Capital Purchase of three Sony HXC-FB80 camera systems not to exceed \$73,793.07 (\$70,279.12 quote price +/- 5% for shipping or minor equipment charges).

5 ayes – 0 nays. Motion carried.

5.3 Community Movie Screens

Commissioner Dickinson stated that city staff is looking to host movies in the park, noting that the City then has to rent equipment. He stated that he did some research and suggested that perhaps QCTV could purchase a screen that could be utilized by the organization but could also be used by the member cities for events such as movie in the park. He stated that perhaps staff could research the possibility of that option for further discussion.

Chair Heitkamp stated that Champlin also hosts a movie in the park each year, which are extremely successful and well attended. He stated that he would also be interested in seeing the information from a capital and operating perspective.

Commissioner Dickinson stated that he would also want to ensure that it would fit within the mission of QCTV.

Mr. Sommer stated that he could look into that but would want more details on size and venue to ensure that the screen would be applicable for each member city. He stated that he has seen a quote of between \$2,000 to \$10,000 on the low end and \$30,000 on the high end.

Chair Heitkamp and Commissioner Dickinson volunteered their park and recreation staff as additional contacts.

Commissioner Lee stated that Anoka has also been looking at an event like that but has had some challenges.

Chair Heitkamp confirmed the consensus of the Commission to direct staff to research the topic further.

ADJOURN – 6

Time of adjournment 11:20 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission

Balance Sheet Summary

As of April 30, 2018

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,397,773.27
- PayPay acct	445.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,298,313.05
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,701,781.42
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,701,781.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,650.48
Other Current Liabilities	0.02
Total Current Liabilities	\$ 4,650.50
Equity*	2,697,130.92
TOTAL LIABILITIES AND EQUITY	\$ 2,701,781.42

* Equity: QCTV allocates fund reserves in two areas:

 Operating Reserves = \$436,808

 Capital Reserves = \$2,264,973 (\$3.4 M needed for 5-Year CIP)

Note:

 City Hall HD Upgrades project encumbers \$590,000

Available fund balance for capital projects: \$1,674,973

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	Apr 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	18.95	125.00	(106.05)	15.16%	410.40	1,500.00	(1,089.60)	27.36%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees		72,854.00	(72,854.00)	0.00%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	2,387.52	1,000.00	1,387.52	238.75%	12,939.41	12,000.00	939.41	107.83%
Miscellaneous Income		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
PEG Fee		36,427.08	(36,427.08)	0.00%	0.00	437,125.00	(437,125.00)	0.00%
Total Income	2,406.47	115,326.83	(112,920.36)	2.09%	70,624.99	1,383,922.00	(1,313,297.01)	5.10%
Expenses								
A-PERA Expense	3,063.08	3,583.33	(520.25)	85.48%	14,848.41	43,000.00	(28,151.59)	34.53%
A-SS/Medicare Expense	3,047.20	4,050.00	(1,002.80)	75.24%	13,028.76	48,600.00	(35,571.24)	26.81%
A-Wages - Full-time	38,645.20	41,977.50	(3,332.30)	92.06%	154,725.11	503,730.00	(349,004.89)	30.72%
A-Wages - Part-time	1,985.08	9,993.50	(8,008.42)	19.86%	18,152.42	119,922.00	(101,769.58)	15.14%
Accounting / HR Services	1,271.79	1,275.00	(3.21)	99.75%	4,948.72	15,300.00	(10,351.28)	32.34%
Ads/Promos/Sponsorships	105.00	916.67	(811.67)	11.45%	2,377.00	11,000.00	(8,623.00)	21.61%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees		1,083.33	(1,083.33)	0.00%	3,676.22	13,000.00	(9,323.78)	28.28%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	623.88	5,000.00	(4,376.12)	12.48%
Audit	14,150.00	1,333.33	12,816.67	1061.25%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	2,015.00	7,000.00	(4,985.00)	28.79%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	26.97	833.33	(806.36)	3.24%	2,924.75	10,000.00	(7,075.25)	29.25%
Building - Supplies	47.33	166.67	(119.34)	28.40%	372.27	2,000.00	(1,627.73)	18.61%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	2,400.00	7,500.00	(5,100.00)	32.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	339.60	5,000.00	(4,660.40)	6.79%
City Sewer & Water	99.41	216.67	(117.26)	45.88%	413.84	2,600.00	(2,186.16)	15.92%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	Apr 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	521.00	416.67	104.33	125.04%	592.00	5,000.00	(4,408.00)	11.84%
Consulting Services		6,250.00	(6,250.00)	0.00%	4,937.25	75,000.00	(70,062.75)	6.58%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	1,041.18	1,500.00	(458.82)	69.41%	4,286.53	18,000.00	(13,713.47)	23.81%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	84.31	3,833.33	(3,749.02)	2.20%	2,573.98	46,000.00	(43,426.02)	5.60%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,333.03	6,500.00	(166.97)	97.43%	25,328.17	78,000.00	(52,671.83)	32.47%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	472.00	2,083.33	(1,611.33)	22.66%	2,072.32	25,000.00	(22,927.68)	8.29%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals	85.54	83.33	2.21	102.65%	85.54	1,000.00	(914.46)	8.55%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,910.00	8,000.00	(3,090.00)	61.38%
Mileage	814.65	666.67	147.98	122.20%	3,187.99	8,000.00	(4,812.01)	39.85%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	605.93	500.00	105.93	121.19%	2,642.25	6,000.00	(3,357.75)	44.04%
Office Supplies / Equipment	267.14	500.00	(232.86)	53.43%	888.71	6,000.00	(5,111.29)	14.81%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	82.50	200.00	(117.50)	41.25%	353.00	2,400.00	(2,047.00)	14.71%
Postage	25.85	83.33	(57.48)	31.02%	79.55	1,000.00	(920.45)	7.96%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	1,977.81	1,500.00	477.81	131.85%	4,122.72	18,000.00	(13,877.28)	22.90%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.35	416.67	(285.32)	31.52%	525.40	5,000.00	(4,474.60)	10.51%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.33	(208.33)	0.00%	353.00	2,500.00	(2,147.00)	14.12%
Snow Plowing Service	1,831.25	375.00	1,456.25	488.33%	4,991.25	4,500.00	491.25	110.92%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	Apr 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp	196.75	208.33	(11.58)	94.44%	196.75	2,500.00	(2,303.25)	7.87%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	2,273.42	7,500.00	(5,226.58)	30.31%
Studio Sets	2,225.31	1,566.67	658.64	142.04%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	130.00	1,666.67	(1,536.67)	7.80%	12,309.24	20,000.00	(7,690.76)	61.55%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	372.42	1,250.00	(877.58)	29.79%	2,115.19	15,000.00	(12,884.81)	14.10%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas	357.00	500.00	(143.00)	71.40%	13,781.43	6,000.00	7,781.43	229.69%
Waste Removal	96.97	125.00	(28.03)	77.58%	387.88	1,500.00	(1,112.12)	25.86%
Web / VOD / Int / CaTV / Phone	1,275.41	1,833.33	(557.92)	69.57%	3,630.91	22,000.00	(18,369.09)	16.50%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Total Expenses	83,537.89	107,519.58	(23,981.69)	0.78	344,750.80	1,290,235.00	(945,484.20)	26.72%
Net Income	(81,131.42)	7,807.25	(88,938.67)	(10.39)	(274,125.81)	93,687.00	(367,812.81)	-292.60%

ZCIP - Andover
ZCIP - Anoka
ZCIP - Champlin
ZCIP - Ramsey

20,757.10
20,614.51
20,614.51
20,757.10

82,743.22

QCTV Bank Reconciliation

April 2018

Beginning Balance - 4M Statement	1,505,065.05
Less: Cleared Checks/Withdrawals	(105,540.45)
Plus: 4M Fund Interest	1,471.34
Plus: Bank Deposits/Credits	170.55
Bank Balance	\$1,401,166.49
Book Balance	1,401,166.49
Adjusted Book Balance	1,401,166.49
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

April 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/13/2018	12193	Abacus Plus Services, Inc.	-179.00
04/13/2018	12194	ACE Solid Waste, Inc.	-96.97
04/13/2018	12195	Alec Austin	-120.00
04/13/2018	12196	Amazon	-255.64
04/13/2018	12197	Associated Bank	-50.00
04/13/2018	12198	Barna, Guzy & Steffen, LTD	-793.00
04/13/2018	12199	Bret Heitkamp	-80.00
04/13/2018	12200	Carl E. Anderson	-80.00
04/13/2018	12201	CenterPoint Energy	-605.93
04/13/2018	12202	City of Andover	-1,335.78
04/13/2018	12203	City of Champlin	-99.41
04/13/2018	12204	Comcast 2	-464.57
04/13/2018	12205	Comcast Cable	-1,152.33
04/13/2018	12206	DVS Renewal	-357.00
04/13/2018	12207	Greenery Enterprises, Inc.	-1,211.25
04/13/2018	12208	HealthEquity Inc.	-301.15
04/13/2018	12209	Huebsch	-47.33
04/13/2018	12210	James Dickinson	-120.00
04/13/2018	12211	James Goodrich	-40.00
04/13/2018	12212	Joe G. Ruhland	-60.00
04/13/2018	12213	John Letourneau	-80.00
04/13/2018	12214	Kurtis G. Ulrich	-80.00
04/13/2018	12215	LiveU Inc.	-500.00
04/13/2018	12216	Maza Technologies, LLC	-1,573.50
04/13/2018	12217	Timesavers	-211.00
04/13/2018	12218	Verus Corporation	-1,850.00
04/13/2018	12219	Vividly Clean Inc.	-500.00
04/13/2018	12220	Wisconsin Community Media	-135.00
04/13/2018	12221	Xcel Energy	-1,022.58
04/13/2018	W/D	Minnesota State Retirement System	-528.40
04/13/2018	W/D	PERA	-2,906.31
04/23/2018	12222	Amazon	-85.66
04/23/2018	12223	Anoka Area Chamber of Commerce	-40.00
04/23/2018	12224	Fastsigns	-1,857.00
04/23/2018	12225	HealthEquity Inc.	-7.90
04/23/2018	12226	Minnesota Unemployment Ins.	-196.75
04/23/2018	12227	Sterling Trophy	-41.00
04/23/2018	12228	The Lincoln National Life Ins. Co.	-563.56
04/23/2018	12229	Vividly Clean Inc.	-515.00
04/25/2018	12230	Preferred One Insurance Co.	-6,770.23
04/25/2018	12231	Redpath and Company	-14,150.00
04/27/2018	12232	Associated Bank	-50.00
04/27/2018	12233	HealthEquity Inc.	-301.15

DATE	NUM	VENDOR	AMOUNT
04/27/2018	W/D	Minnesota State Retirement System	-511.41
04/27/2018	W/D	PERA	-2,811.43
Total for Quad Cities Commission			\$ -44,737.24

Quad Cities Communications Commission

Balance Sheet Summary

As of May 31, 2018

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,730,353.67
- PayPay acct	481.30
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,299,295.08
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,035,380.05
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,035,380.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	7,879.34
Other Current Liabilities	0.05
Total Current Liabilities	\$ 7,879.39
Equity*	3,027,500.66
TOTAL LIABILITIES AND EQUITY	\$ 3,035,380.05

* Equity: QCTV allocates fund reserves in two areas:

 Operating Reserves = \$436,808

 Capital Reserves = \$2,598,572 (\$3.4 M needed for 5-Year CIP)

Note:

 City Hall HD Upgrades project encumbers \$590,000

Available fund balance for capital projects: \$2,008,572

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	May 2018				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	36.20	125.00	(88.80)	28.96%	446.60	1,500.00	(1,053.40)	29.77%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees	263,159.70	72,854.00	190,305.70	361.22%	263,159.70	874,248.00	(611,088.30)	30.10%
Interest Income	2,970.10	1,000.00	1,970.10	297.01%	15,909.51	12,000.00	3,909.51	132.58%
Miscellaneous Income	85.89	125.00	(39.11)	68.71%	85.89	1,500.00	(1,414.11)	5.73%
PEG Fee	141,649.37	36,427.08	105,222.29	388.86%	141,649.37	437,125.00	(295,475.63)	32.40%
Total Income	407,901.26	115,326.83	292,574.43	353.69%	478,526.25	1,383,922.00	(905,395.75)	34.58%
Expenses								
A-PERA Expense	3,131.94	3,583.33	(451.39)	87.40%	17,980.35	43,000.00	(25,019.65)	41.81%
A-SS/Medicare Expense	3,309.25	4,050.00	(740.75)	81.71%	16,338.01	48,600.00	(32,261.99)	33.62%
A-Wages - Full-time	38,504.00	41,977.50	(3,473.50)	91.73%	193,229.11	503,730.00	(310,500.89)	38.36%
A-Wages - Part-time	5,364.03	9,993.50	(4,629.47)	53.68%	23,516.45	119,922.00	(96,405.55)	19.61%
Accounting / HR Services	1,239.28	1,275.00	(35.72)	97.20%	6,188.00	15,300.00	(9,112.00)	40.44%
Ads/Promos/Sponsorships	2,384.52	916.67	1,467.85	260.13%	4,761.52	11,000.00	(6,238.48)	43.29%
Andover Capital Equipment	34.99	416.67	(381.68)	8.40%	34.99	5,000.00	(4,965.01)	0.70%
Announcers Fees	600.00	1,083.33	(483.33)	55.38%	4,276.22	13,000.00	(8,723.78)	32.89%
Anoka Capital Equipment	190.96	416.67	(225.71)	45.83%	814.84	5,000.00	(4,185.16)	16.30%
Audit		1,333.33	(1,333.33)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	2,530.00	7,000.00	(4,470.00)	36.14%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	1,542.40	833.33	709.07	185.09%	4,467.15	10,000.00	(5,532.85)	44.67%
Building - Supplies	82.76	166.67	(83.91)	49.66%	455.03	2,000.00	(1,544.97)	22.75%
Car Allowance	250.00	250.00	0.00	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	3,000.00	7,500.00	(4,500.00)	40.00%
Champlin Capital Equipment	119.89	416.67	(296.78)	28.77%	459.49	5,000.00	(4,540.51)	9.19%
City Sewer & Water	99.41	216.67	(117.26)	45.88%	513.25	2,600.00	(2,086.75)	19.74%
Commission Expense		416.67	(416.67)	0.00%	592.00	5,000.00	(4,408.00)	11.84%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	May 2018				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services		6,250.00	(6,250.00)	0.00%	4,937.25	75,000.00	(70,062.75)	6.58%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	1,178.27	1,500.00	(321.73)	78.55%	5,464.80	18,000.00	(12,535.20)	30.36%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	132.99	3,833.33	(3,700.34)	3.47%	2,706.97	46,000.00	(43,293.03)	5.88%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,382.14	6,500.00	882.14	113.57%	32,710.31	78,000.00	(45,289.69)	41.94%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service	1,070.00	416.67	653.33	256.80%	1,070.00	5,000.00	(3,930.00)	21.40%
Legal Fees		2,083.33	(2,083.33)	0.00%	2,072.32	25,000.00	(22,927.68)	8.29%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	85.54	1,000.00	(914.46)	8.55%
Memberships - NATOA / Others	50.00	666.67	(616.67)	7.50%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	350.74	666.67	(315.93)	52.61%	3,538.73	8,000.00	(4,461.27)	44.23%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	593.42	500.00	93.42	118.68%	3,235.67	6,000.00	(2,764.33)	53.93%
Office Supplies / Equipment	102.83	500.00	(397.17)	20.57%	991.54	6,000.00	(5,008.46)	16.53%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	81.00	200.00	(119.00)	40.50%	434.00	2,400.00	(1,966.00)	18.08%
Postage	18.33	83.33	(65.00)	22.00%	97.88	1,000.00	(902.12)	9.79%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	3,643.68	1,500.00	2,143.68	242.91%	7,766.40	18,000.00	(10,233.60)	43.15%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	145.91	416.67	(270.76)	35.02%	671.31	5,000.00	(4,328.69)	13.43%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services	142.00	208.33	(66.33)	68.16%	495.00	2,500.00	(2,005.00)	19.80%
Snow Plowing Service		375.00	(375.00)	0.00%	4,991.25	4,500.00	491.25	110.92%
State Unemploy Exp		208.33	(208.33)	0.00%	196.75	2,500.00	(2,303.25)	7.87%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
January - December 2018

	May 2018				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	2,836.98	7,500.00	(4,663.02)	37.83%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	1,570.00	1,666.67	(96.67)	94.20%	13,879.24	20,000.00	(6,120.76)	69.40%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	342.44	1,250.00	(907.56)	27.40%	2,457.63	15,000.00	(12,542.37)	16.38%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas	304.75	500.00	(195.25)	60.95%	14,086.18	6,000.00	8,086.18	234.77%
Waste Removal	106.97	125.00	(18.03)	85.58%	494.85	1,500.00	(1,005.15)	32.99%
Web / VOD / Int / CaTV / Phone	913.06	1,833.33	(920.27)	49.80%	4,543.97	22,000.00	(17,456.03)	20.65%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Total Expenses	76,660.52	107,519.58	(30,859.06)	71.30%	421,411.32	1,290,235.00	(868,823.68)	32.66%
 Net Income	 331,240.74	 7,807.25	 323,433.49	 4242.73%	 57,114.93	 93,687.00	 (36,572.07)	 60.96%

ZCIP - Andover
ZCIP - Anoka
ZCIP - Champlin
ZCIP - Ramsey

20,974.85
20,832.26
20,832.26
20,974.85

83,614.22

QCTV Bank Reconciliation

May 2018

Beginning Balance - 4M Statement	1,401,166.49
Less: Cleared Checks/Withdrawals	(75,445.71)
Plus: 4M Fund Interest	1,988.07
Plus: Bank Deposits/Credits	404,809.07
Bank Balance	\$1,732,517.92
Book Balance	1,732,517.92
Adjusted Book Balance	1,732,517.92
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

May 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/04/2018	12234	ACE Solid Waste, Inc.	-106.97
05/04/2018	12235	B&H Photo-Video	-429.35
05/04/2018	12236	Fastsigns	-123.04
05/04/2018	12237	Greenery Enterprises, Inc.	-620.00
05/04/2018	12238	LiveU Inc.	-250.00
05/04/2018	12239	Pierce	-661.80
05/04/2018	12240	U.S. Bank Corporate	-1,543.06
05/04/2018	12241	Verizon Wireless	-72.44
05/11/2018	12242	Associated Bank	-50.00
05/11/2018	12243	CenterPoint Energy	-452.40
05/11/2018	12244	City of Champlin	-99.41
05/11/2018	12245	HealthEquity Inc.	-301.15
05/11/2018	12246	Kennedy & Graven, Chartered	-472.00
05/11/2018	12247	Minnesota Association of Community Telecommunications Administrators	-2,250.00
05/11/2018	12248	NATAS-Upper Midwest Chapter	-50.00
05/11/2018	12249	TransAlarm, Inc	-402.27
05/11/2018	12250	Xcel Energy	-1,041.18
05/11/2018	W/D	Minnesota State Retirement System	-510.46
05/11/2018	W/D	PERA	-2,936.08
05/22/2018	12251	Barna, Guzy & Steffen, LTD	-871.00
05/22/2018	12252	City of Andover	-1,218.51
05/22/2018	12253	Comcast 2	-464.57
05/22/2018	12254	Comcast Cable	-769.54
05/22/2018	12255	Greenery Enterprises, Inc.	-425.00
05/22/2018	12256	HealthEquity Inc.	-7.90
05/22/2018	12257	Huebsch	-47.33
05/22/2018	12258	Summit Companies	-321.00
05/22/2018	12259	Vividly Clean Inc.	-515.00
05/25/2018	12260	Alliance for Community Media	-425.00
05/25/2018	12261	Amazon	-170.70
05/25/2018	12262	Associated Bank	-50.00
05/25/2018	12263	Greenery Enterprises, Inc.	-645.00
05/25/2018	12264	HealthEquity Inc.	-301.15
05/25/2018	12265	Joe G. Ruhland	-240.00
05/25/2018	12266	Preferred One Insurance Co.	-7,881.59
05/25/2018	12267	The Lincoln National Life Ins. Co.	-563.56
05/25/2018	12268	Verizon Wireless	-92.44
05/25/2018	W/D	Minnesota State Retirement System	-521.76
05/25/2018	W/D	PERA	-2,910.15
Total for Quad Cities Commission			\$ -30,812.81

QCCCC Agenda Item

4.3 Executive Director's Report

July 2, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Champlin 169 Construction

Please note that there is a major road construction project planned for the Highway 169 corridor through Champlin. This will affect travel time to attend shoots at QCTV.

City Council HD Upgrade Project

City staff, QCTV, and the project manager for Alpha Video have met and the project timeline is set. Anoka July 20-27; Champlin July 23-August 8; Andover July 30-August 15; Ramsey August 7-27. Kudos to all involved for accommodating this schedule particularly with government meetings and elections. Staff will provide verbal updates at the July meeting.

City Election Programming

As of June 26, the QCTV web site has an Election tab and links to election programming within the QCTV website. Please use this page link to promote the election coverage on your city web sites and social media. The city candidate forums will air on Comcast City channels 16 and all other election coverage will play on the community channel. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

In addition to the forums, QCTV has added candidates for office to each city page within the QCTV web site. Our Upcoming Coverage section features the dates of each candidate forum.

Note: The LWV do not hold forums when all candidates are unopposed. If there is a contest in one or two seats in a city, The LWV will invite unopposed candidates to speak for a few minutes, but not when all are unopposed.

Please refer to the memo attached to the Operations Report for all election program information.

Comcast Franchise Renewal

Legal counsel and staff met with Comcast officials. We continue to collaboratively work through items for revision in the franchise contract extension agreement.

2017 Audit

The 2017 audit is complete. Formal presentation of the audit is scheduled for this commission meeting.

Strategic Plan

Four proposals have been received for performing strategic planning services for QCTV. Staff has reviewed, evaluated, and the proposed selection is ready for action at the July commission meeting.

CenturyLink Fee Payments

Legal counsel and staff met with CenturyLink officials regarding the company's action of offsetting 2018 franchise fee and PEG fee payments due to overpayment of said fees in 2017. The error of overpayment was attributed to "test accounts" in the initial set up of the Prism tv offering. We have requested more documentation and notified CenturyLink that the company may not unilaterally offset revenue owed. We continue to collaboratively work through this issue.

QCTV Clean Up Day

The QCTV team was unable to perform Earth Day clean up at Castle Field in Anoka due to weather. We set aside a day in June to have a team activity and clean-up day. Everyone worked hard, and our studio is much cleaner and ready for the planned equipment upgrades which are before the commission for action this month. We also organized our storage area and consolidated our tools and supplies.

Summer Hours at QCTV

QCTV summer hours are: Monday – Thursday 8 am-4:30pm and Friday 8 am-12pm.

2018 Q2 Stats Report

The quarterly stats reports are attached for commissioner review.

Personnel Committee – Benefits Review

The Personnel Committee has requested a review of benefits. City of Andover Human Resources Manager Dana Makinen is progressing on the study. Results will be reported to the Personnel Committee for review and recommendation in late August/early September.

ACM Seminar Presentation

I presented a seminar on strategic planning at the Wisconsin Community Access Conference. Participant reviews of the presentation were quite favorable:

- Preconference Session: Long-term Strategic Planning Score: 4.5
- Very good information and useful. Looking to implement in our media center.
- Very informative. A little slow at the start, but once it got going - WOW! Good and timely topic as I think many community media centers need to re-evaluate our programs and develop a plan going forward.
- Lots of good information. The time went quickly in what I feared might be a dry presentation. It was not!
- Great step-by-step example of strategic planning. It would be good to see other examples and hear other plans from different centers.
- It was enjoyable and provided lots of information.

NATOA Board Nomination

I have completed the NATOA Board nomination process. The election will be held this summer and results reported in the fall.

Customer Comments

News & Views

“I’ve been watching News and Views for over a year now and love it. I appreciate all that you do and look forward to working with you as well.”

Elizabeth Barnett

Hope for Youth

“Thanks so much, Cory! Love it!”

Lisa Jacobson

Ramsey Mayoral Forum

“Katherine, you were so amazing to help me feel calmer... I really appreciate your calm, even coaching!”

Veronica Johnson

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

June 1, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff covered eighteen live government meetings in May. We produced our monthly show "News and Views" which features elected and city staff members and community stories in our member cities.

Thirteen games were produced that included Boys and Girls LaCrosse, Softball, and Baseball. Section playoffs started and will go into June.

We carried two softball games produced by our sister station CTN. We also carried live coverage of six Saints Baseball games and one Minnesota Vixen Womens Football game.

Using our prisma system, we also picked up a show called "Your Legislators" which features local Senator John Hoffman of District 36. We also played back a Minnesota Boy Choir concert produced by a sister station.

May is National Building Safety Month and the city of Ramsey provided us with a building safety video that we played throughout the month.

We produced five Slow TV's including two on the Highway 169 construction project.

We completed our testimonial project called "Voices from the Community" where we asked people in the community to say nice things about QCTV. This month we added testimonials by Sheriff James Stuart, Anoka/Champlin Fire Chief Charlie Thompson, and local sports "Super Fan" Jeff Nelson.

Our regular productions include "The Chamber Report", "Game Sharks" "District Court" and "The Local Show."

We worked with the League of Women Voters ABC to produce a show called “Minnesota 1989 Groundwater Protection Act.”

It is graduation season and in May we produced two graduations: Metro North Adult Basic Education Graduation Ceremony as well as Anoka-Hennepin Regional and Technical High School Graduation. We will cover three more graduations in early June.

QCTV won a Hometown Media Award for overall excellence in stations our size as well as two Telly Awards for a PSA on net neutrality and coverage of the State Quarter Finals in Boys Basketball game between Champlin Park and Chaska.

QCCCC Agenda Item

4.3.1 Operations Report

June 29, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff covered seventeen live government meetings in June. We produced our monthly show "News and Views" which featured elected and city staff members and eight stories on community events in our member cities.

Using our production truck, we produced three graduations this month. We also produced live coverage of the Father Hennepin Parade. Our local teams did not go to state tournaments this year but we started spring sports with baseball and did six games.

We went on location to Law Day in Buffalo and produced two episodes of the "District Court Show". We also updated the way we disseminate the show, using our prisma system for sister stations to download, as opposed to snail mail.

We produced an episode of "Beyond the Book" featuring four local authors.

We produced a show on the 160th Anniversary of the Anoka-Champlin Fire Department with Chief Charlie Thompson. This program is playing on the community channel as well as the government channel in Anoka and Champlin.

Our regular shows include "The Chamber Show", "The Grid", and "The Local Show."

We produced a program called "State of the County". This was sponsored by the Anoka Area Chamber of Commerce and hosted by Commissioner Rhonda Sivarajah.

We are carrying a show produced by a sister station called "We Need to Talk" which explores mental health issues.

We completed our testimonial project called “Voices from the Community” and are now working on producing Public Service Announcements.

Our election coverage continues with two League of Women Voters ABC sponsored candidate forums in Ramsey for Mayor and Ward Four. Our Election tab has been updated on our website with information on the primary election in Ramsey.

We produced a Slow TV on bridge construction on Highway 169.



Subject: Election Coverage for 2018

As of July 1st, the QCTV web site will have an *Election 2018* tab and links to election programming within the QCTV website. Please use this page link to promote the election coverage on your city web sites and social media. The city candidate forums will air on city channel 16, all other election coverage will play on channel 15. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

The LWV do not hold forums when all candidates are unopposed. If there is a contest in one or two seats in a city, The LWV will invite unopposed candidates to speak for a few minutes, but not when all are unopposed.

The following is what we have planned for Election Coverage in 2018, QCTV is coordinating with the League of Women Voters on their planned candidate forums for the following offices:

Candidate Election

- Champlin Mayor & City Council Wards 1 & 2
MN House District 36A
- Andover Mayor & At Large City Council (2
Seats) MN House District 31A, 31B &
35B
- Anoka Mayor & At Large City Council (3
Seats) MN House District 35A
- Ramsey Mayor, City Council at Large, Wards
1, 3 & 4

Location

Champlin City Council Chambers

Andover City Council Chambers

Anoka City Council Chambers

Ramsey City Council Chambers

Guidelines for Staff:

Date of Event	Event Sponsor	Event Type	Time	Location	Station Covering
6-25-2018	League of Women Voters	Ramsey Mayor & Council W4 Primary	7:00 PM	Ramsey City Hall	A QCTV Production
7-12-2018	League of Women Voters	Columbia Heights Mayor Anoka County Commission Dist 4 Primary	7:00 PM	Columbia Heights City Hall	*
7-23-2018	League of Women Voters	Anoka Mayoral Candidate Forum	7:00 PM	Anoka City Hall	A QCTV Production
8-29-2018	League of Women Voters	Champlin Mayor & Council W1 & 2 MN House District (HD) 36A	7:00 PM	Champlin City Hall	A QCTV Production
9-4-2018	North Metro Mayor's Association	House District 31B, 35A, 35B	6:30 PM	Anoka City Hall	A QCTV Production
9-5-2018	League of Women Voters	Andover Mayor & City Council 2 at Large HD 31A & B, 35B	7:00 PM	Andover City Hall	A QCTV Production
9-6-2018	League of Women Voters	Sandburg Bldg School Board	7:00 PM	Sandburg Building	A QCTV Production
9-12-2018	League of Women Voters	Anoka Mayor & 3 Anoka Council at Large Members	7:00 PM	Anoka City Hall	A QCTV Production
9-13-2018	League of Women Voters	Coon Rapids Mayor House District 36A	7:00 PM	Coon Rapids City Hall	*A CTN Production
9-18-2018	League of Women Voters	Ramsey Mayor & Council 1, 3, & 4 at Large	7:00 PM	Ramsey City Hall	A QCTV Production
10-11-2018	League of Women Voters	Ham Lake Mayor & Council Members 2 at Large HS 31A, 31B	7:00 PM	Majestic Oaks Golf Club	*A North Metro Production

- *Playback Online & On Channel*
- *Programming is played through Election Day*
- *On the day After the election, the Election tab should be updated with the Results for each city*

**These forums do not impact QCTV member city residents and will not be played back on our channels.*

PREVIOUS EVENTS

Date of Previous Event	Event Sponsor	Event Type	Time	Location	Station Covering
2-13-2018	League of Women Voters	Ramsey Special Election for City Council (4 Candidates)	7 PM	Ramsey City Hall	A QCTV Production
3-6-2018	League of Women Voters	Ramsey Special Election for City Council (2 Candidates)	7 PM	Ramsey City Hall	A QCTV Production

QCCCC Agenda Item

4.3.2 Technology Report

July 6, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: May 2018 Technology Report

Equipment Issues:

QCTV Equipment

After the April 23rd power outages, Tightrope video server SX4SD, became less reliable in powering back on after being shut down or restarted. The problem appeared to be with the power back plane board and I ordered a replacement. Replacement part arrived and I installed it. All components test good but do not work together. I need to follow-up with Tightrope support. Friday May 18th Jim noticed that the machine room temperature was rising. The circuit breaker had tripped. After resetting it and having it trip a second time I called Pierce HVAC. The service technician found that a rodent had chewed through some wires causing a short circuit. He replaced the bad parts and got the system on-line again. He recommended a preventative maintenance check to clean the coils and inspect the rest of the AC units.

City Equipment

Ramsey added a 7:30 a.m. EDA meeting for live coverage. Sunlight in the council chamber became an issue for video coverage. The summer sunlight streams in through two sets of windows and falls across the middle of the dais area. Ramsey city staff are working to purchase a film sunscreen or shades to help correct the issue.

Comcast Equipment

No issues reported for this period.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

Alpha Video contract signed by both parties and returned to QCTV. Jeff Merrill is our Project Manager for Alpha. I met with Jeff and David Muth, the project engineer, to look at the plans and talk about scheduling the work.

Action Requested: None.

QCCCC Agenda Item

4.3.2 Technology Report

July 6, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: June 2018 Technology Report

Equipment Issues:

QCTV Equipment

Pierce HVAC performed preventative maintenance on out ground level AC units. Two Xcel Energy power failures this month. Saturday June 23rd we had a power failure at QCTV. The power failure lasted longer than the UPS battery back-up devices in the machine room could accommodate. All of the equipment went down. Most of the servers and services restarted when the power came back on. I joined you, Karen at the office to see what devices had not returned to service. The Machine Room also had HVAC issues. When the power returned the thermostat did not return to scheduled programing and the temperature very rapidly rose to 91°F. Computer and video equipment will have a dramatically decreased lifespan if not kept at a proper humidity and temperature.

QCTV suffered another power failure Monday June 25th, it lasted about an hour. Staff were present and able to shut down some of the computers. I worked to get the phone system back up and make sure the Cablecast equipment was playing programming for the channels. We may want to consider the purchase of a back-up generator.

City Equipment

No issues reported for this period.

Comcast Equipment

Comcast transmission equipment that provides the Anoka-Hennepin School District channel feed to QCTV failed. Comcast technicians noticed the outage the morning of June 6th and a local tech came to QCTV to investigate. He determined that the power supply in the device failed. He took the broken device with him and after a few hours returned with a new one.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

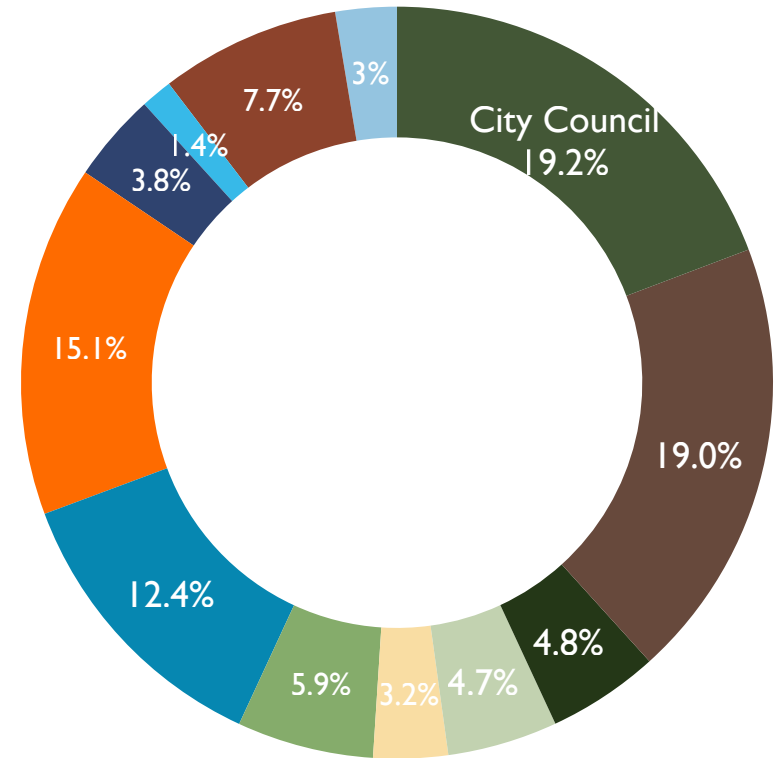
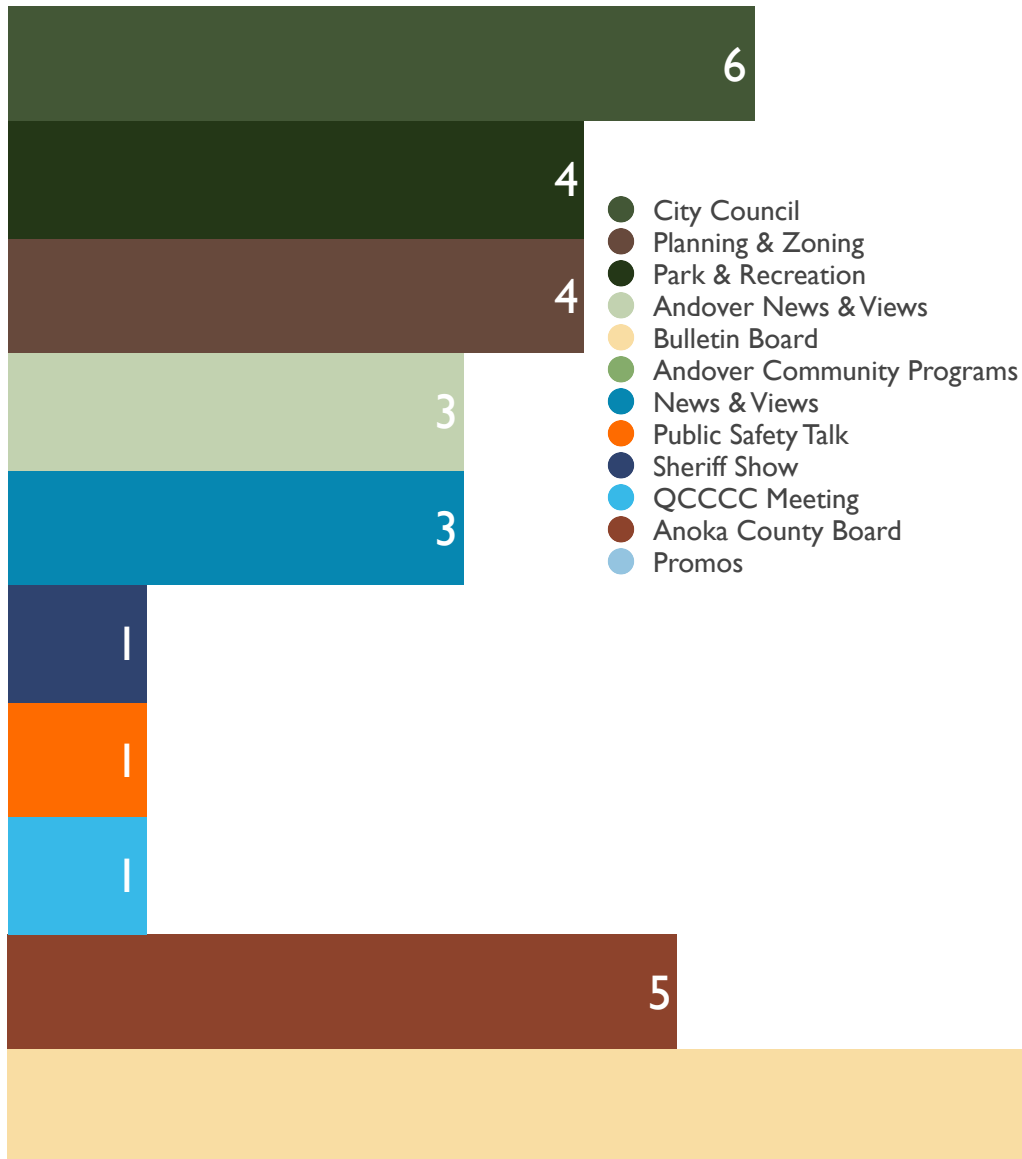
Project kick off meetings. We had two meetings in June one at Ramsey and one at Andover to introduce Alpha Video staff to city staff. At each location we looked at the plans and saw

what the room looks like. Ramsey may have some cabinetry work to accommodate the two larger projectors. Each of the other three sites also have additional work to be completed by the city to be ready for installation. Dias cabinetry work needs to be done at Andover, Anoka and Champlin. Lighting needs to be worked on at Andover. Jim and I had a follow up meeting at Andover to look at the lighting conditions and talk with their electrician in more detail.

Action Requested: None.



Channel Programming Stats



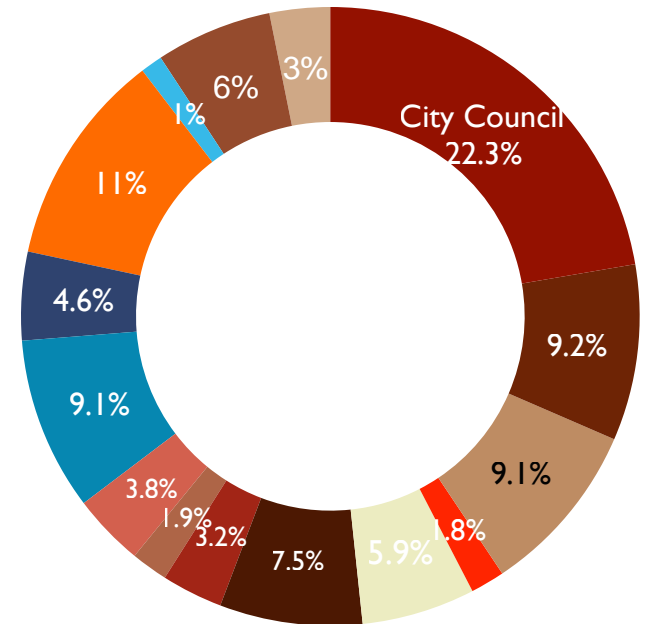
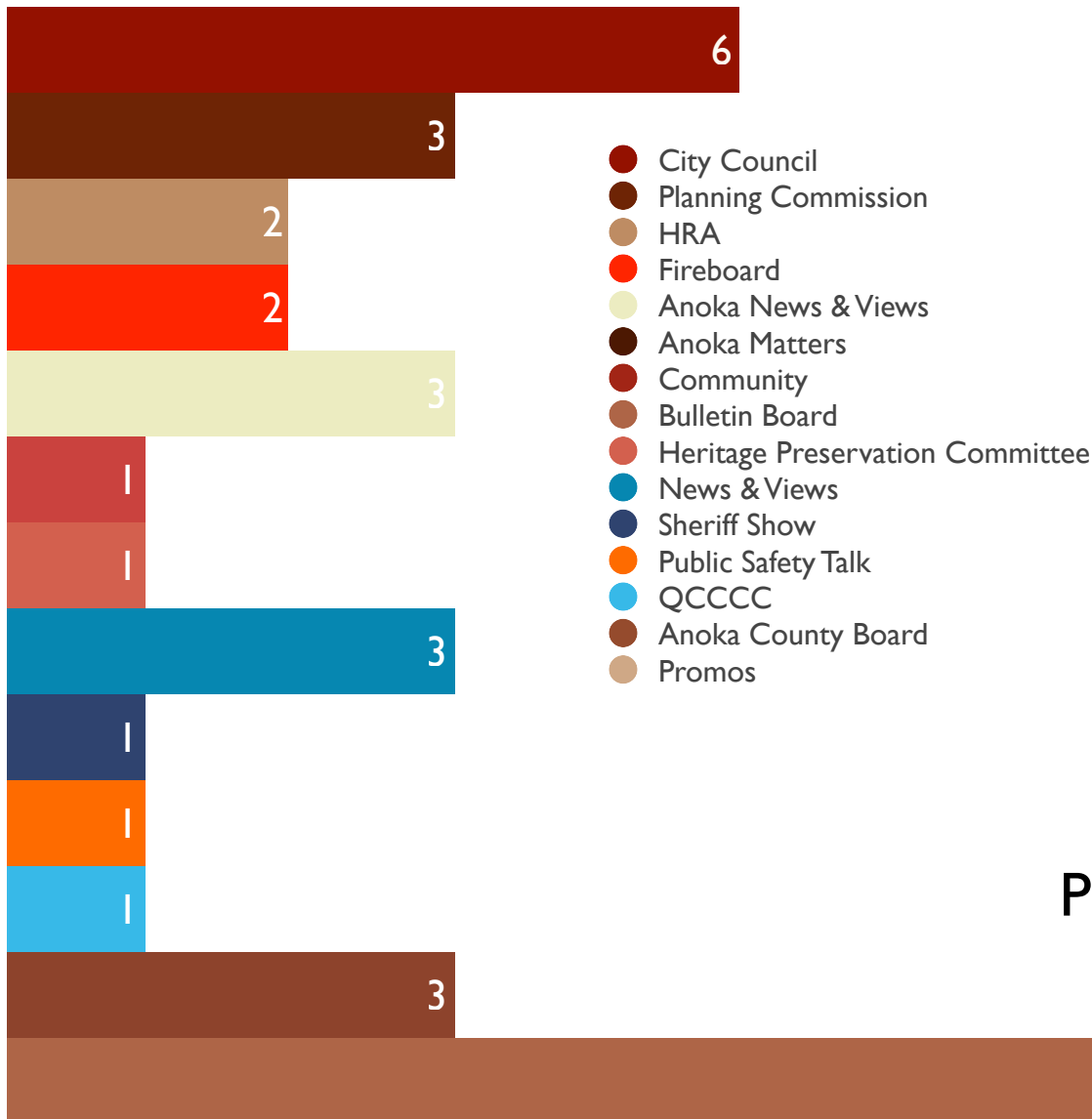
Percentage of Channel Playback

Number of New Shows - 28

2018Q2



Channel Programming Stats



Percentage of Channel Playback

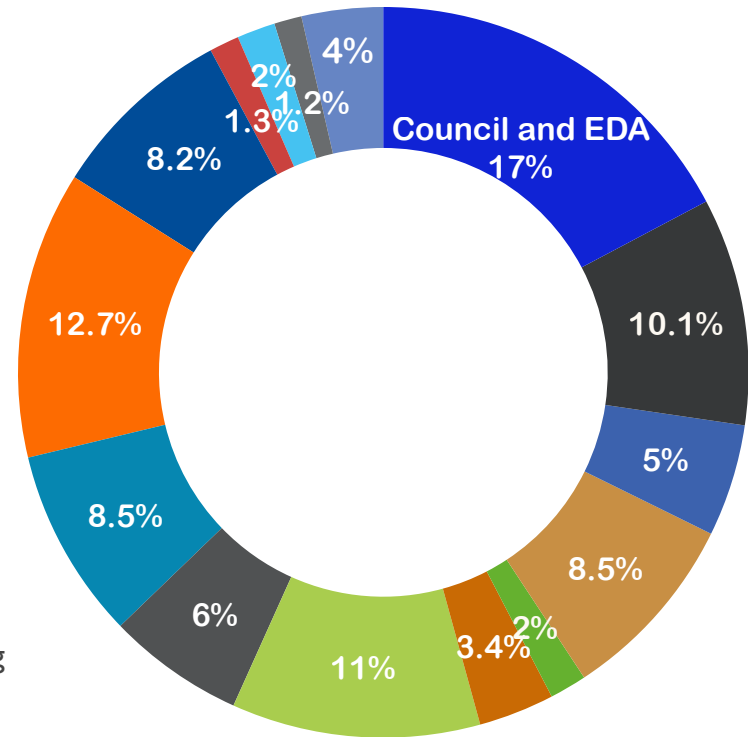
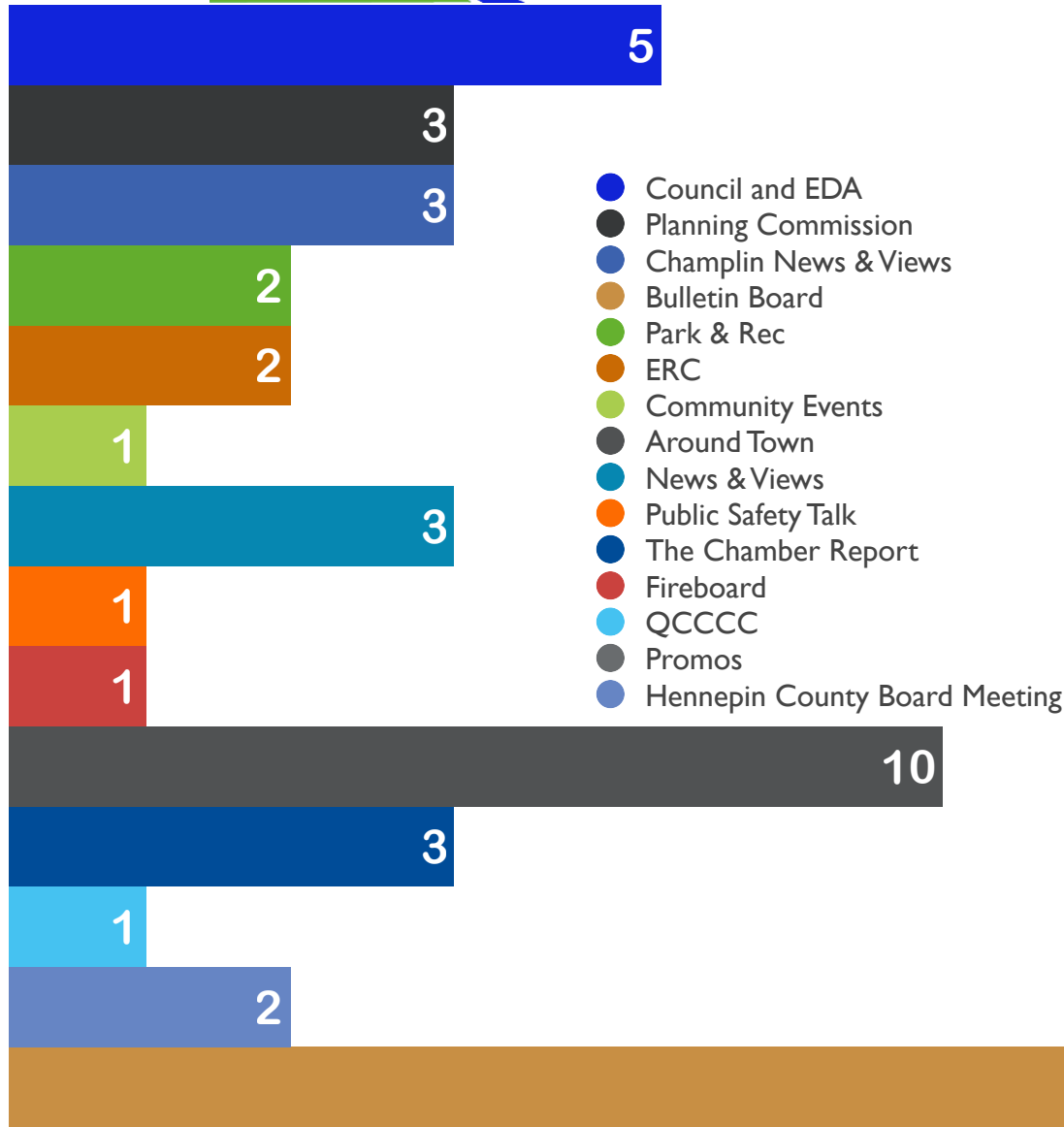
Number of New Shows - 26

2018Q2



City of Champlin

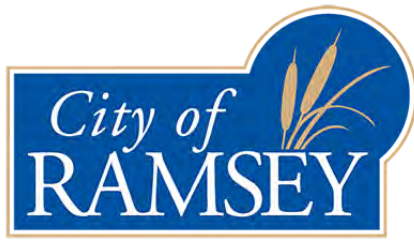
Channel Programming Stats



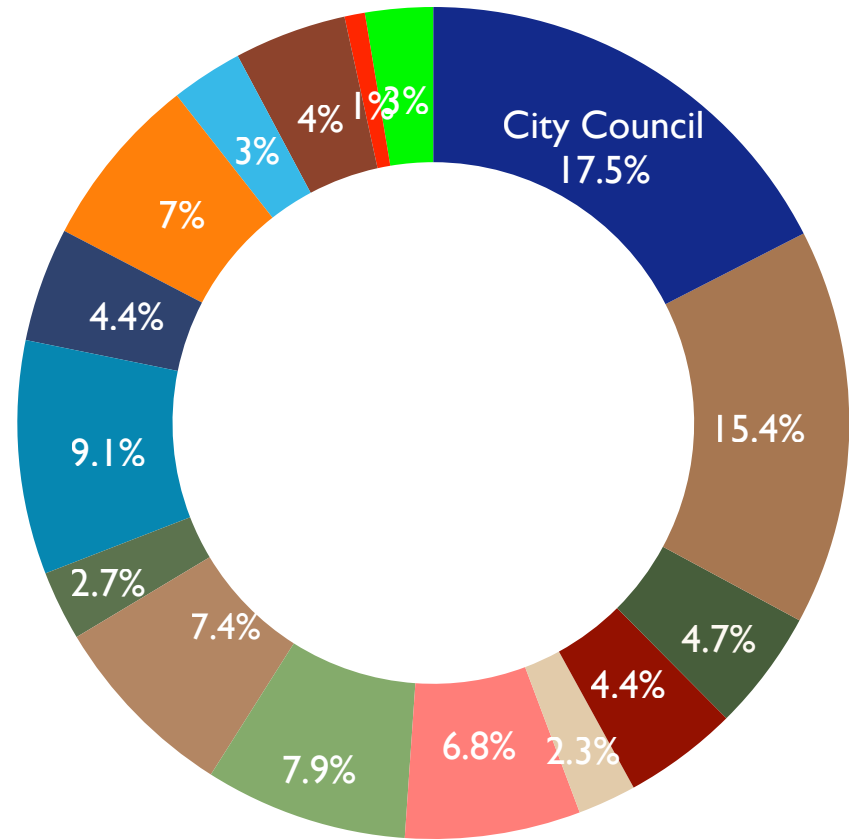
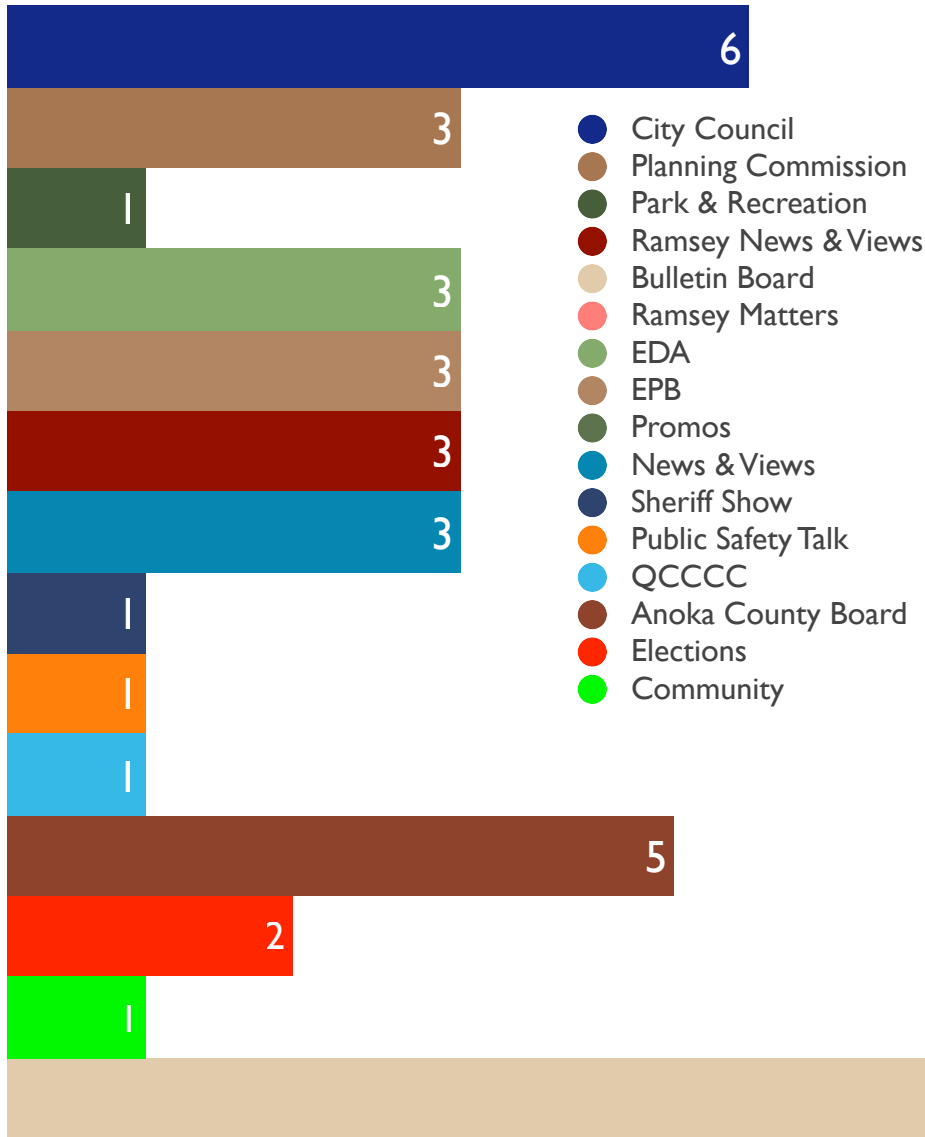
Percentage of Channel Playback

Number of New Shows - 37

2018Q2



Channel Programming Stats



Percentage of Channel Playback

Number of New Shows - 33

2018Q2



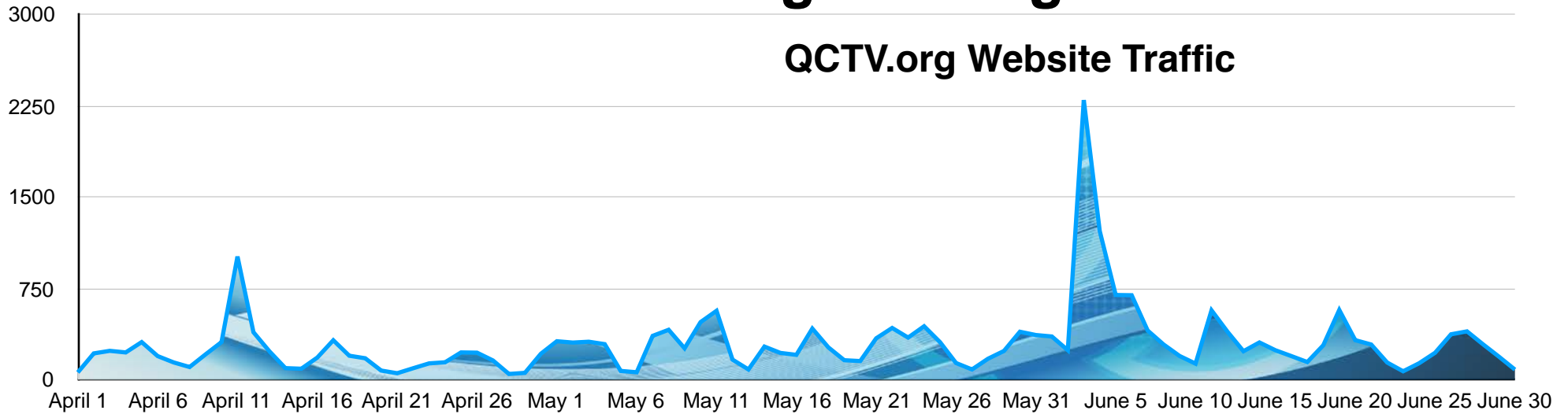
Channel Programming Stats



Number of New Shows - 122

2018Q2

2018 Quarter 2 Programming Stats



How did people find us and what page did they go to most?

Top 12 Ways Users Find QCTV			Top 10 Pages		
1	Direct	2,969	1	Homepage	5,357
2	google search	2,334	2	Sports	2,558
3	m.facebook.com link	469	3	Program Guides	2,114
4	bing search	194	4	Live - Community Channel	1,395
5	ci.anoka.mn.us link	131	5	Anoka	985
6	t.co link	98	6	Andover	952
7	facebook.com link	82	7	Champlin	739
8	mncourts.gov link	65	8	Ramsey	687
9	Yahoo search	56	9	Graduations	633
10	l.facebook.com link	37	10	Anoka H.S. 2018 Commencement	424
11	Feedburner email	30			
12	ci.ramsey.mn.us link	27			



ANDOVER | ANOKA | CHAMPLIN | RAMSEY



DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
0 0	10% 5	90% 43	90

2018Q2

QCCCC Agenda Item

5.1 2017 Audit Report

June 25, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: 2017 Audit Report

The 2017 Audit Report for QCCCC, prepared by Redpath & Company, Ltd., is attached for your review. Representatives from Redpath & Company, Ltd., will present the audit report.

Action Requested: Accept the 2017 Audit report.



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Honorable Members of
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission (the Commission) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 12, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Results

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during 2017. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the governmental activities financial statements were management's estimates of the net pension liability, the pension related deferred outflows and inflows of resources and pension expense. Estimates relating to the net pension liability, pension related deferred outflows and inflows of resources and pension expense are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however, we

believe the disclosure most likely to be considered sensitive is Note 7 – Defined Benefit Pension Plans.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion on the financial statements. There were no corrected misstatements identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 12, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the budgetary comparison schedule and pension information which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reports

Various reports on compliance and internal controls are contained in the other required reports section of the audited financial statement document.

Restriction on Use

This report is intended solely for the information and use of the Board of Commissioners and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 12, 2018

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**

ANNUAL FINANCIAL REPORT

December 31, 2017

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**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
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INTRODUCTORY SECTION

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**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
ORGANIZATION
December 31, 2017**

Commission Members:

Representing:

Andover:

Jim Goodrich - Personnel Committee
Jim Dickinson - Treasurer and Budget Committee

Anoka:

Carl Anderson - Secretary and Personnel Committee
Greg Lee - Budget Committee

Champlin:

Jessica Tesdall - Budget Committee
Bret Heitkamp - Chair and Personnel Committee

Ramsey:

Kurt Ulrich - Vice-Chair and Personnel Committee
John LeTourneau - Budget Committee

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited the accompanying financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Quad Cities Cable Communications Commission's 2016 financial statements, and we expressed an unmodified audit opinion on the respective financial statements of the governmental activities and each major fund in our report dated April 24, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, and the pension information on pages 34 through 37, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing

the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Quad Cities Cable Communications Commission's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 12, 2018

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BASIC FINANCIAL STATEMENTS

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**
STATEMENT OF NET POSITION
December 31, 2017
With Comparable Amounts for December 31, 2016

Statement 1

	Governmental Activities	
	2017	2016
Assets:		
Cash and investments	\$2,674,424	\$2,020,941
Accounts receivable	-	817
Franchise and peg fees receivable	427,363	419,827
Prepaid item	7,413	7,751
Capital assets - net:		
Nondepreciable	66,131	66,131
Depreciable	942,561	1,017,168
Total assets	<u>4,117,892</u>	<u>3,532,635</u>
Deferred outflows of resources:		
Related to pensions	<u>119,010</u>	<u>254,474</u>
Liabilities:		
Accounts payable	55,325	49,007
Compensated absences payable:		
Due within one year	31,808	23,219
Due in more than one year	10,602	7,740
Net pension liability:		
Due in more than one year	472,411	608,963
Total liabilities	<u>570,146</u>	<u>688,929</u>
Deferred inflows of resources:		
Related to pensions	<u>131,413</u>	<u>148,117</u>
Total deferred inflows of resources	<u>131,413</u>	<u>148,117</u>
Net position:		
Net investments in capital assets	1,008,692	1,083,299
Unrestricted	2,526,651	1,866,764
Total net position	<u>\$3,535,343</u>	<u>\$2,950,063</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**
STATEMENT OF ACTIVITIES

Statement 2

For The Year Ended December 31, 2017

With Comparable Amounts for The Year Ended December 31, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	
					Totals	
					2017	2016
Governmental activities:						
General government	\$1,244,369	\$2,357	\$1,747,404	\$56,429	\$561,821	\$504,772
Total governmental activities	<u>\$1,244,369</u>	<u>\$2,357</u>	<u>\$1,747,404</u>	<u>\$56,429</u>	<u>561,821</u>	<u>504,772</u>
General revenues:						
Unrestricted investment earnings					15,371	2,710
Miscellaneous					8,088	33,058
Total general revenues					<u>23,459</u>	<u>35,768</u>
Change in net position					585,280	540,540
Net position - January 1					<u>2,950,063</u>	<u>2,409,523</u>
Net position - December 31					<u>\$3,535,343</u>	<u>\$2,950,063</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
BALANCE SHEET
GOVERNMENTAL FUNDS
 December 31, 2017
 With Comparative Totals For December 31, 2016

Statement 3

	General Fund	
	2017	2016
Assets:		
Cash and investments	\$2,674,424	\$2,020,941
Accounts receivable	-	817
Franchise and peg fees receivable	427,363	419,827
Prepaid item	7,413	7,751
Total assets	<u>\$3,109,200</u>	<u>\$2,449,336</u>
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities:		
Accounts payable	\$55,325	\$49,007
Total liabilities	<u>55,325</u>	<u>49,007</u>
Fund balance:		
Nonspendable	7,413	7,751
Unassigned	3,046,462	2,392,578
Total fund balance	<u>3,053,875</u>	<u>2,400,329</u>
Total liabilities, deferred inflow of resources, and fund balance	<u>\$3,109,200</u>	<u>\$2,449,336</u>
Fund balance reported above	\$3,053,875	\$2,400,329
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.	1,008,692	1,083,299
Deferred outflows of resources-pension related are not current financial resources and, therefore, are not reported in the funds	119,010	254,474
Deferred inflows of resources-pension related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds	(131,413)	(148,117)
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(42,410)	(30,959)
Net pension liability	<u>(472,411)</u>	<u>(608,963)</u>
Net position of governmental activities	<u>\$3,535,343</u>	<u>\$2,950,063</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE**COMMUNICATIONS COMMISSION****Statement 4****STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****GOVERNMENTAL FUNDS**

For The Year Ended December 31, 2017

With Comparative Totals For The Year Ended December 31, 2016

	General Fund	
	2017	2016
Revenues:		
Franchise fees	\$1,117,505	\$1,063,320
PEG fees	629,727	531,661
Equipment and support grants	56,429	55,871
Investment income	15,371	2,710
Miscellaneous	10,445	35,008
Total revenues	<u>1,829,477</u>	<u>1,688,570</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	699,879	647,843
Professional and franchise application fees	81,934	84,043
Repairs and maintenance	54,985	57,949
Supplies	5,464	7,247
Travel/conferences/continuing education	13,408	14,310
Mileage	8,230	6,117
Dues, subscriptions and printing	24,971	23,863
Insurance	7,655	7,695
Commission per diem	2,252	1,929
Utilities	31,532	28,829
Advertising	7,762	6,675
Equipment purchases	28,272	51,994
City CIP payments	80,000	-
Web hosting	21,162	15,290
Meals and lodging	1,498	1,707
Vehicle maintenance	9,648	7,097
Car allowance	3,000	3,000
Miscellaneous	2,225	1,485
Capital outlay	92,054	62,061
Total expenditures	<u>1,175,931</u>	<u>1,029,134</u>
Revenues over expenditures	653,546	659,436
Fund balance - January 1	<u>2,400,329</u>	<u>1,740,893</u>
Fund balance - December 31	<u><u>\$3,053,875</u></u>	<u><u>\$2,400,329</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE**COMMUNICATIONS COMMISSION****Statement 5****RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES****AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS**

For The Year Ended December 31, 2017

With Comparable Amounts for The Year Ended December 31, 2016

	<u>2017</u>	<u>2016</u>
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	\$653,546	\$659,436
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	(74,607)	(92,568)
In the statement of activities only the gain/loss on the disposal of capital assets is reported. However, in the governmental funds, disposals have no affect on financial resources unless there are sales proceeds. Thus, the change in net position differs from the change in fund balance by the net book value of the capital assets that were retired.	-	(17,767)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Change in compensated absences payable	(11,451)	(3,329)
Governmental funds report pension contributions as expenditures, however, pension expense is reported in the Statement of Activities. This is the amount by which pension expense exceeded pension contributions:		
Pension contributions	\$38,515	
Pension expense	(20,723)	
	<u>17,792</u>	<u>(5,232)</u>
Change in net position of governmental activities (Statement 2)	<u>\$585,280</u>	<u>\$540,540</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Quad Cities Cable Communications Commission (the Commission) was formed by the Cities of Andover, Anoka, Champlin and Ramsey. The Commission was formed to administer and enforce a cable communications franchise in the member municipalities.

The Commission was officially formed in March of 1981 with the signing of the Joint Powers Agreement.

Member cities appoint two representatives. Officers are elected bi-annually.

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The Commission accounting policies are described below.

A. FINANCIAL REPORTING ENTITY

In accordance with GASB pronouncements and generally accepted accounting principles, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services. There are no business-type activities, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or business-type activity. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2017

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

The Commission reports the following major governmental fund:

General Fund – is the general operating fund of the Commission. It is used to account for all financial resources of the Commission.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

D. BUDGETS

Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles. During the budget year, supplemental appropriations and deletions are or may be authorized by the Commission. Individual amendments were not material in relation to the original appropriations which were adjusted.

E. CASH AND INVESTMENTS

Cash and investment balances are invested to the extent available in authorized investments.

Investments are stated at fair value, except for investments in external investment pools that meet GASB 79 requirements, which are stated at amortized cost. Investment income is accrued at balance sheet date.

F. INVENTORIES

The original cost of materials and supplies have been recorded as expenditures at the time of purchase (purchases method). The Commission does not maintain material amounts of inventories of goods and supplies.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2017

G. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, infrastructure assets, and intangible assets such as computer software, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

GASB Statement No. 34 requires the Commission to report and depreciate new infrastructure assets effective in 2004. Neither their historical cost nor related depreciation has historically been reported in the financial statements. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999, the retroactive reporting of infrastructure is not required under the provisions of GASB Statement No. 34. The Commission does not own any infrastructure assets.

The Commission implemented GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets* effective January 1, 2010, which required the Commission to capitalize and amortize intangible assets. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999, the retroactive reporting of intangible assets is not required under the provision of GASB Statement No. 51. The Commission has elected not to report intangible assets acquired in years prior to 2010. The Commission did not acquire any intangible assets since implementing GASB Statement No. 51.

Property, plant and equipment of the Commission is depreciated using the straight-line method over the following estimated useful lives.

Furniture, fixtures and equipment	3 – 10 years
Building	39 years

H. LONG-TERM OBLIGATIONS

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

I. FUND BALANCE CLASSIFICATIONS

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable - consists of amounts that are not in spendable form, such as prepaid items.

Restricted - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - consists of internally imposed constraints. These constraints are established by Resolution of the Commission Board.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Assigned - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Commission's intended use. These constraints are established by the Commission Board.

Unassigned - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

J. USE OF ESTIMATES

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

K. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

L. COMPENSATED ABSENCES

It is the Commission's policy to permit employees to accumulate earned but unused PTO benefits. All PTO that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. In accordance with the provisions of Statement of Government Accounting Standards No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive PTO benefits.

M. RECLASSIFICATIONS

Certain reclassifications were made to prior year amounts to conform to the current year presentation.

N. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2016, from which the summarized information was derived.

O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Commission has one item that qualifies for reporting in this category. It is the pension related deferred outflows reported in the government-wide Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has pension related deferred inflows of resources reported in the government-wide Statement of Net Position.

P. DEFINED BENEFIT PENSION PLANS

Pensions. For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE AND THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

The governmental fund statement of revenues, expenditures and changes in fund balance includes a reconciliation between *net changes in fund balance – total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that "governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense". The details of this (\$74,607) difference is as follows:

Capital outlay	\$92,054
Depreciation / amortization expense	<u>(166,661)</u>
Net adjustment to decrease net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u><u>(\$74,607)</u></u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Another element of that reconciliation states that “some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds”. The details of this (\$11,451) difference is as follows:

Compensated absences:	
At December 31, 2016	(\$30,959)
At December 31, 2017	<u>42,410</u>
Net adjustments to increase net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u><u>\$11,451</u></u>

Note 2 DEPOSITS AND INVESTMENTS

A. DEPOSITS

In accordance with Minnesota Statutes, the Commission maintains deposits at depository banks authorized by the Commission’s Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all of the Commission’s deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the Commission’s Treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a) United States government treasury bills, treasury notes and treasury bonds;
- b) Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c) General obligation securities of any state or local government with taxing powers which is rated “A” or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated “AA” or better by a national bond rating service;
- d) General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- e) Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank’s public debt is rated “AA” or better by Moody’s Investors Service, Inc. or Standard & Poor’s Corporation; and
- f) Time deposits that are fully insured by the any federal agency.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Commission’s deposits may not be returned to it.

At December 31, 2017 the carrying amount and bank balance of the Commission's deposits was \$5,000. The entire bank balance was covered by federal depository insurance.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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B. INVESTMENTS

Minnesota Statutes authorize the Commission to invest in the following:

- a) Direct obligations or obligations guaranteed by the United States or its agencies, its instrumentalities or organizations created by an act of congress, excluding mortgage-backed securities defined as high risk.
- b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and whose only investments are in securities described in (a) above, general obligation tax-exempt securities, or repurchase or reverse repurchase agreements.
- c) Obligations of the State of Minnesota or any of its municipalities as follows:
 - 1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
 - 2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service; and
 - 3) a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating agency.
- d) Bankers acceptances of United States banks.
- e) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- f) Repurchase or reverse repurchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; certain Minnesota securities broker-dealers; or, a bank qualified as a depositor.
- g) General obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7; 469.178, subdivision 5; or 475.61, subdivision 6.

As of December 31, 2017, the Commission had the following investments and maturities:

Investment Type	Rating	Fair Value	Investment Maturities (In Years)	
			Less Than 1	1 - 5
External investment pool - 4M Fund	NR	\$ 1,075,179	\$ 1,075,179	\$ -
External investment pool - 4M Fund Plus	NR	544,156	544,156	-
External investment pool - 4M Fixed Income	NR	1,049,539	300,296	749,243
Total investments		2,668,874	<u>\$ 1,919,631</u>	<u>\$ 749,243</u>
Deposits		5,000		
Petty cash		550		
Total cash and investments		<u>\$ 2,674,424</u>		

NR - Not Rated

The Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy has three levels. Level 1 investments are valued using inputs that

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are based on quoted prices in active markets for identical assets; Level 2 investments are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly; Level 3 investments are valued using inputs that are unobservable.

The Commission had no recurring fair value measurements as of December 31, 2017. Investments as of December 31, 2017 were as follows.

Investments not categorized:	
External investment pool - 4M Fund	\$1,075,179
External investment pool - 4M Fund Plus	544,156
External investment pool - 4M fixed income	1,049,539
	<u>\$2,668,874</u>

C. INVESTMENT RISKS

Interest rate risk – Interest rate risk is the risk that changes in the interest rates of debt investments could adversely affect the fair value of an investment. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk – Credit risk is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation to the holder of the investment. State law limits investments in municipal bonds to those rated “A” or better by a national bond rating service for general obligation and rated “AA” or better for a revenue obligation. Mutual funds or money market funds are limited to those investments that are restricted to securities described in MS 118A.04. The Commission follows State Statutes in regards to credit risk of investments. The Commission does not have a formal investment policy which places further restrictions on investment options.

The Commission’s external investment pool investment is with the 4M Fund which is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities. The 4M Fund is an unrated pool and the fair value or the position in the pool is the same as the value of pool shares. The pool is managed to maintain a portfolio weighted average maturity of no greater than 60 days and seeks to maintain a constant net asset value (NAV) per share of \$1. The pool measures their investments in accordance with Government Accounting Standards Board Statement No. 79, at amortized cost.

The 4M Liquid Asset Fund has no redemption requirements. The 4M Plus Fund requires funds to be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period are subject to a penalty equal to seven days interest on the amount withdrawn. In regards to the 4M fixed income fund, redemption of a CD prior to the maturity may results in early withdrawal penalties.

Custodial credit risk – For investments in securities, custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Commission will not be able to recover the value of its investment securities that is in the possession of an outside party. The Commission does not have a formal investment policy which addresses custodial credit risk. As of December 31, 2017, \$2,668,874 of the Commission’s investments are invested in external investment pools. Investments in external investment pools and money markets are not evidenced by securities that exist in physical or book entry form, and therefore are not subject to custodial credit risk disclosures.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Concentration of credit risk – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of the Commission’s investment in a single issuer. The Commission places no limit on the amount the Commission may invest in any one issuer.

Note 3 RECEIVABLES

All receivables are expected to be collected within one year of December 31, 2017.

Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017 is as follows:

Primary Government	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
	<u>66,131</u>	<u>0</u>	<u>0</u>	<u>66,131</u>
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	888,453	92,054	(149,439)	831,068
Intangible-website	27,999	-	-	27,999
Total capital assets, being depreciated	<u>1,981,119</u>	<u>92,054</u>	<u>(149,439)</u>	<u>1,923,734</u>
Less accumulated depreciation for:				
Building	384,027	27,299	-	411,326
Equipment	572,341	132,362	(149,439)	555,264
Intangible-website	7,583	7,000	-	14,583
Total less accumulated depreciation	<u>963,951</u>	<u>166,661</u>	<u>(149,439)</u>	<u>981,173</u>
Total capital assets being depreciated - net	<u>1,017,168</u>	<u>(74,607)</u>	<u>-</u>	<u>942,561</u>
Governmental activities capital assets - net	<u>\$1,083,299</u>	<u>(\$74,607)</u>	<u>\$0</u>	<u>\$1,008,692</u>

Depreciation and amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	<u>\$166,661</u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Note 5 LONG-TERM DEBT

CHANGE IN LONG-TERM LIABILITIES

Long-term liability activity for the year ended December 31, 2017, was as follows:

	Balance 1/1/17	Additions	Deletions	Balance 12/31/17	Due Within One Year
Governmental activities:					
Compensated absences payable	\$30,959	\$48,401	\$36,950	\$42,410	\$31,808

It is not practicable to determine the specific year for payment of long-term accrued compensated absences.

Note 6 FRANCHISE FEES

The Commission receives franchise fees equal to five percent of the cable company's annual gross revenue. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement \$1,117,505 was recognized as earned franchise fees for the Commission. Franchise fees earned but not received at December 31, 2017 were \$278,144.

Note 7 DEFINED BENEFIT PENSION PLANS

A. PLAN DESCRIPTION

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the Commission are covered by the General Employees Retirement Fund (GERF). GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.

B. BENEFITS PROVIDED

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. Members in plans that are at least 90 percent funded for two consecutive years are given 2.5% increases. Members in plans that have not exceeded 90% funded, or have fallen below 80%, are given 1% increases.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2% of average salary for each of the first ten years of service and 2.7% for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2% of average salary for each of the first ten years and 1.7% for each remaining year. Under Method 2, the annuity accrual rate is 2.7% of average salary for Basic Plan members and 1.7% for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

C. CONTRIBUTIONS

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.50%, respectively, of their annual covered salary in calendar year 2017. The Commission was required to contribute 11.78% of pay for Basic Plan members and 7.50% for Coordinated Plan members in calendar year 2017. The Commission's contributions to the GERF for the year ended December 31, 2017, were \$38,515. The Commission's contributions were equal to the required contributions as set by state statute.

D. PENSION COSTS

GERF Pension Costs

At December 31, 2017, the Commission reported a liability of \$472,411 for its proportionate share of the GERF's net pension liability. The Commission's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$6 million to the fund in 2017. The State of Minnesota is considered a non-employer contributing entity and the state contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the commission totaled \$5,962. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2016, through June 30, 2017, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2017, the Commission's proportion was .0074% which was a decrease of .0001% from its proportion measured as of June 30, 2016.

For the year ended December 31, 2017, the Commission recognized pension expense of \$20,723 for its proportionate share of the GERF's pension expense. In addition, the Commission recognized an additional

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\$172 as pension expense (and grant revenues) for its proportionate share of the State of Minnesota's contribution of \$6 million to the GERF.

At December 31, 2017 the Commission reported its proportionate share of the GERF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$15,569	\$30,348
Changes in actuarial assumptions	78,431	47,359
Difference between projected and actual investment earnings	2,968	-
Changes in proportion	2,629	53,706
Contributions paid to PERA subsequent to the measurement date	19,413	-
Total	<u>\$119,010</u>	<u>\$131,413</u>

\$19,413 reported as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2018. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2018	(\$28,539)
2019	27,186
2020	(10,410)
2021	(20,053)
Thereafter	-

E. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2017, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2014 tables the GERF for males and females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be one percent per year through 2044 and then 2.5% thereafter.

Actuarial assumptions used in the June 30, 2017, valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the GERF was completed in 2015.

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The following changes in actuarial assumptions occurred in 2017:

General Employees Fund

- The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

The State Board Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Stocks	39%	5.10%
International Stocks	19%	5.30%
Bonds	20%	0.75%
Alternative Assets	20%	5.90%
Cash	2%	0.00%
Total	100%	

F. DISCOUNT RATE

The discount rate used to measure the total pension liability in 2017 was 7.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. PENSION LIABILITY SENSITIVITY

The following presents the Commission's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate (6.5%)</u>	<u>Discount Rate (7.5%)</u>	<u>1% Increase in Discount Rate (8.5%)</u>
Commission's proportionate share of the GERF net pension liability	\$732,745	\$472,411	\$259,281

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H. PENSION PLAN FIDUCIARY NET POSITION

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Note 8 FUND BALANCE

A. CLASSIFICATION

At December 31, 2017, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>
Nonspendable for:	
Prepaid items	\$7,413
Unassigned	<u>3,046,462</u>
Total	<u><u>\$3,053,875</u></u>

B. MINIMUM UNASSIGNED FUND BALANCE POLICY

The Board of Commissioner's has formally adopted a policy regarding the minimum unassigned fund balance for the General Fund.

The policy establishes a year end targeted unassigned fund balance amounts for cash flow timing needs of not less than 25% of the subsequent year's budgeted revenues. At December 31, 2017, the unassigned fund balance of the General fund was in compliance with their policy.

In addition to the minimum fund balance policy, the Commission has informally allocated fund balance for the following purposes:

City capital investment	\$100,000
QCTV Building Investment	250,000
QCTV Capital Investment	600,000
Emergency Funds	<u>50,000</u>
Total	<u><u>\$1,000,000</u></u>

Note 9 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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Note 10 CONTINGENCIES

The Commission is not aware of any existing or pending lawsuits, claims or other actions in which the Commission is a defendant.

Note 11 RECENTLY ISSUED ACCOUNTING STANDARDS

The Governmental Accounting Standards Boards (GASB) recently approved the following statements which were not implemented for these financial statements:

Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2017.

Statement No. 83 *Certain Asset Retirement Obligations*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2018.

Statement No. 84 *Fiduciary Activities*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2018.

Statement No. 85 *Omnibus 2017*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2017.

Statement No. 86 *Certain Debt Extinguishment Issues*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2017.

Statement No. 87 *Leases*. The provisions of this Statement are effective for reporting periods beginning after December 15, 2019.

Statement No. 88 *Certain Disclosure Related to Debt, involving Direct Borrowing and Direct Placements*. The provisions of this statement are effective for reporting periods beginning after June 15, 2018.

The effect these standards may have on future financial statements is not determinable at this time, but it is expected that Statement No. 87 may have a material impact.

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REQUIRED SUPPLEMENTARY INFORMATION

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
 For The Year Ended December 31, 2017
 With Comparative Actual Amounts For The Year Ended December 31, 2016

Statement 6

	2017			Variance with	2016
	Budgeted Amounts		Actual	Final Budget -	Actual
	Original	Final	Amounts	Positive	Actual
				(Negative)	Amounts
Revenues:					
Franchise fees	\$874,248	\$874,248	\$1,117,505	\$243,257	\$1,063,320
PEG fees	437,125	437,125	629,727	192,602	531,661
Equipment and support grants	56,980	56,980	56,429	(551)	55,871
Investment income	100	100	15,371	15,271	2,710
Miscellaneous	1,500	1,500	10,445	8,945	35,008
Total revenues	1,369,953	1,369,953	1,829,477	459,524	1,688,570
Expenditures:					
General government:					
Salaries, taxes and benefits	789,876	789,876	699,879	89,997	647,843
Professional and franchise application fees	140,200	140,200	81,934	58,266	84,043
Repairs and maintenance	74,012	74,012	54,985	19,027	57,949
Supplies	8,500	8,500	5,464	3,036	7,247
Travel/conferences/continuing education	18,000	18,000	13,408	4,592	14,310
Mileage	7,200	7,200	8,230	(1,030)	6,117
Dues, subscriptions and printing	31,500	31,500	24,971	6,529	23,863
Insurance	9,500	9,500	7,655	1,845	7,695
Commission per diem	7,200	7,200	2,252	4,948	1,929
Utilities	38,392	38,392	31,532	6,860	28,829
Advertising	11,000	11,000	7,762	3,238	6,675
Equipment purchases	42,500	42,500	28,272	14,228	51,994
City CIP payments	-	-	80,000	(80,000)	-
Web hosting	22,000	22,000	21,162	838	15,290
Meals and lodging	3,500	3,500	1,498	2,002	1,707
Vehicle maintenance	10,000	10,000	9,648	352	7,097
Car allowance	3,000	3,000	3,000	-	3,000
Miscellaneous	8,492	8,492	2,225	6,267	1,485
Capital outlay:	-	-	92,054	(92,054)	62,061
Total expenditures	1,224,872	1,224,872	1,175,931	48,941	1,029,134
Revenues over expenditures	\$145,081	\$145,081	653,546	\$508,465	659,436
Fund balance - January 1			2,400,329		1,740,893
Fund balance - December 31			\$3,053,875		\$2,400,329

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY* -
 GENERAL EMPLOYEES RETIREMENT FUND
 For The Year Ended December 31, 2017

Statement 7

Measurement Date June 30	Fiscal Year Ending December 31	Commission's Proportionate (Percentage) of the Net Pension Liability	Proportionate Share (Amount) of the Net Pension Liability (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with Commission (b)	Commission's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with Commission (a+b)	Covered Payroll (c)	Commission's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	2015	0.0074%	\$383,506	\$ -	\$383,506	\$432,343	88.7%	78.2%
2016	2016	0.0075%	608,963	7,955	616,918	463,120	133.2%	68.9%
2017	2017	0.0074%	472,411	5,962	478,373	467,226	102.4%	75.9%

* The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

QUAD CITIES CABLE**COMMUNICATIONS COMMISSION****Statement 8****REQUIRED SUPPLEMENTARY INFORMATION****SCHEDULE OF PENSION CONTRIBUTIONS* - GENERAL EMPLOYEES RETIREMENT FUND**

For The Year Ended December 31, 2017

<u>Fiscal Year Ending</u>	<u>Statutorily Required Contribution (a)</u>	<u>Contributions in Relation to the Statutorily Required Contribution (b)</u>	<u>Contribution Deficiency (Excess) (a-b)</u>	<u>Covered Payroll (c)</u>	<u>Contributions as a Percentage of Covered Payroll (b/c)</u>
12/31/2015	\$33,988	\$33,988	\$0	\$453,177	7.5%
12/31/2016	33,541	33,541	-	447,213	7.5%
12/31/2017	38,515	38,515	-	513,533	7.5%

* The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2017

Note A LEGAL COMPLIANCE – BUDGETS

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund.

Note B PENSION INFORMATION

PERA – General Employees Retirement Fund

2017 Changes

Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 Changes

Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

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OTHER REPORTS

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REPORT ON INTERNAL CONTROL

To the Honorable Members and Management of
Quad Cities Cable Communications Commission
Champlin, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered Quad Cities Cable Communications Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given those limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Quad Cities Cable Communications Commission's Board, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.
REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 12, 2018

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MINNESOTA LEGAL COMPLIANCE REPORT

To the Honorable Members of
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Quad Cities Cable Communications Commission's basic financial statements, and have issued our report thereon dated April 12, 2018.

The *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes Section 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories except that we did not test for compliance with the provisions for contracting and bidding and tax increment financing because Quad Cities Cable Communications Commission has no applicable contracts or tax increments.

In connection with our audit, nothing came to our attention that caused us to believe that Quad Cities Cable Communications Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Quad Cities Cable Communications Commission's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of those charged with governance and management of Quad Cities Cable Communications Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Redpath and Company, Ltd.
REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 12, 2018

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July 9, 2018

To: Karen George, Executive Director

From: Taylor Johnson, Mobile Production Coordinator/Producer
John Sommer, Technology Manager

Subject: Capital Expenditure Request

Request for Capital Expenditure

Project: Planned upgrades and replacements of equipment in studio, checkout, and mobile production truck per the five-year capital plan.

2018 Capital Budgeted Amount:

Studio/Control Room - \$329,200

Mobile Production Truck - \$205,000

Checkout Field Equipment - \$47,000

Overview:

Attached you will find a request for capital expenditure for the studio, control room, checkout mobile field equipment and mobile production truck. This request is being made to address several needs for new equipment including: upgrades for high definition capabilities, to replace failing equipment, and to provide the ability to stay up to date with current technical standards.

The main expenditure of the project will be to address out of date equipment in the studio and control room. Currently, the studio is using old portable camcorders to feed the control room switcher. This was a “band-aid” solution to move us into the HD world and was only supposed to provide temporary functionality until permanent equipment could be purchased. This project was delayed accommodating upgrades to city halls fulfilling our commitment to our core services. Once new equipment is purchased, the new Sony HXC-FB80 cameras approved during the June 2018 commission meeting can be fully utilized. (Note: the cameras were purchased early to take advantage of a limited time price quote yielding a \$73,793.07 in cost savings).

The control room is also utilizing a portable field switcher/graphics machine that does not meet the needs of being used as a professional control room workhorse. This machine is being maxed out on its performance capabilities and will randomly freeze or restart during productions on an on-going basis resulting in lost productions and increased staff time. The equipment outlined in this report will address these needs and provide a more professional and reliable production setup.

Another large expenditure in the project is the planned replacement of the mobile production truck’s replay system. This system is planned to be replaced to address currently failing equipment and an increase in the amount of inputs needed to record all of the incoming signals being fed to the mobile production truck. Three systems were evaluated based upon the specifications needed to work with the

existing equipment in the mobile production truck. The three systems were: Everts DreamCatcher, Grass Valley Livetouch, and EVS Nano. Everts and Grass Valley both came in with similar price points of \$82,255 and \$79,760.00 respectively. The third replay system, EVS, is currently the standard for larger productions such as those produced by ESPN and Fox Sports. This product did meet all of our specifications, but for the \$104,700 price point, we determined that the increase in pricing for this product did not provide enough additional functionality to justify the expense.

The equipment listed in attachment A was evaluated on a good, better, and best scale. The requested equipment falls within the “better” category as it meets the needs of the organization at a conservative price but does not include all of the bells and whistles resulting in much higher price tag. Staff has evaluated all of the equipment included on attachment A and has concluded that it will meet the needs for QCTV and will be compatible with both new and existing infrastructure.

Equipment Pricing:

In attachment A, you will find a detailed list of all the equipment being requested. Quotes were obtained from multiple vendors and listed as a sperate column next to each equipment listing. Highlighted in green is the best pricing for each item. Not all vendors submitted pricing due to product availability for that specific vendor, resulting in blank entries. Staff requested quotes from all known vendors in our area including: AVI Systems, Heartland Video, Z Systems, and Alpha Video. Pricing was also obtained online from B&H Photo and Markertek. Specific quotes are on file and available for review upon request.

Attachment B shows the best pricing for each piece of equipment organized by specific vendor. Staff is requesting equipment to be purchased as shown in attachment B.

Reason for Request:

- To create a high definition studio and control room that is up to date with current technical standards
- Replace aging or failing equipment
- Add the capability to produce shows live to tape which will significantly reduce staff time in post-production.
- Allow for the opportunity for staff to produce shows live to the channel and website
- Provides staff with the capabilities to increase the production quality of produced shows due to limitations with existing equipment.
- Upgrade to modular equipment racks rather than folding tables

Scope of Project:

- Add an independent graphics machine that can be used for live and live to tape studio broadcasts
- Replace existing control room furniture with rack mounting furniture for new hardware
- Add a video playback system for live video roll-ins during productions
- Replace failing Tri-caster switcher with a higher input and higher capable 1 M/E mixer
- Add the infrastructure for audio/video distribution and amplification
- Install a new ENG monitor with waveform for camera iris and color correction
- Replace current cabling with new cable capable of high definition transmission

- Replace current intercom system with one that is capable of interfacing with a new broadcast camera system
- Add a teleprompter system for host and guest to view live script readouts during productions

Equipment expense as compared to capital budget by category:

Total Cost:

Studio/Control Room – \$184,918 / \$199,918*

Mobile Production Truck - \$140,473

Checkout Field Equipment – \$27,216

2018 Capital Budgeted Amount:

Studio/Control Room - \$329,200

Mobile Production Truck - \$205,000

Checkout Field Equipment - \$47,000

Specific equipment purchases and pricing can be found in attachment A.

Note that in each area for equipment investment the proposals are coming in under budget from the capital plan. This is due to competitive quotes as you see in attachment A and specific repurposing of existing equipment (i.e studio camera pedestals repaired to extend lifespan longer than predicted).

Estimated Shipping: \$500

Expected Life Span: 6 Years

Estimated Completion: 09/2018

Action Considerations:

- Approve equipment purchase as presented
- Delay equipment purchase pending further review
- * If equipment purchase is approved, allocate capital funds not to exceed \$15,000 for control room modular equipment mounting
- Delay control room modular mounting hardware request until September meeting

Action Recommendations:

1. **Motion to approve equipment purchases from various vendors as outlined in attachment B. Total cost of \$352,608 +/- 5% for miscellaneous needs, using five-year capital plan funds.**
2. **Motion to approve control room modular equipment purchase for a not to exceed amount of \$15,000.***

Truck									
Type	Equipment	Quantity	Model Number	Markertek	B&H Price	Alpha Price	Z Systems	AVI	Vendor Price
Triax Cam	Sony Multiformat Camera	1	HSC-100R		\$ 18,499.00	\$ 17,410.00	\$ 16,345.74	\$ 18,355.28	
	Sony Camera Control Unit	1	HSCU-300R		\$ 9,899.00	\$ 9,315.00	\$ 9,282.00	\$ 9,877.10	
	Sony Remote Control Panel	1	RCP1500		\$ 5,669.00	\$ 5,235.00	\$ 5,213.25	\$ 5,516.67	
	Sony 7-inch LCD HD Viewfinder	1	HDVF-L750		\$ 6,300.00	\$ 4,980.00	\$ 4,961.25	\$ 5,250.00	
	Sony 2" HD Viewfinder for all Sony 2/3" Cameras	1	HDVF200			\$ 3,240.00	\$ 3,228.23	\$ 3,435.20	
	Sony Tripod Adapter	1	VCT14		\$ 295.00	\$ 275.00	\$ 275.84	\$ 291.89	
	Sony Microphone Holder	1	CAC12		\$ 189.99	\$ 165.00	\$ 165.84	\$ 178.98	
	Sony Viewfinder Hood	1	VFH790		\$ 1,523.50	\$ 1,285.00	\$ 1,279.69	\$ 1,384.94	
	Canon 2/3" HDgc lens: semi-servo	1	KJ17ex7.7B IRSE A		\$ 14,999.95	\$ 13,025.00	\$ 12,127.68		
	Canon Zoom Servo + Focus Manual	1	MS-210D		\$ 3,268.50	\$ 2,915.00	\$ 2,905.88	\$ 3,294.44	
	Porta Brace Raingear Stadium	1	CLK-2	\$ 459.17	\$ 459.17	\$ 435.00	\$ 428.18	\$ 435.65	
	Porta Brace Raingear Slicker	1	RS-55TX	\$ 311.61	\$ 261.61	\$ 280.00	\$ 296.19	\$ 279.22	
	Belden 500' Triax cable with connectors	1	TRI-1857A-500	\$ 1,346.48			\$ 1,132.48		
Wireless Video	Hanney Reel for 500' Triax	1	AV2 Reel	\$ 436.50	\$ 468.00	\$ 440.00	\$ 436.00		
	Clear-Com Headset	1	CC-300-X4	\$ 279.00		\$ 240.00	\$ 260.21	\$ 239.56	
	Manfrotto Tripod Package	1	509HD,536K	\$ 1,938.88	\$ 1,700.89	\$ 1,700.00	\$ 1,646.21		
	Portabrace Bag	1	CC-HD1	\$ 493.89	\$ 461.77	\$ 455.00	\$ 458.76		
Replay	Teradek Wireless Video Package	1	TER-10-0995-2V	\$ 14,990.00	\$ 14,990.00	\$ 13,785.00	\$ 13,191.20	\$ 14,108.24	
	Sony Fast Charging Battery Charger	1	BC-L70A		\$ 799.95	\$ 745.00	\$ 738.38		
	Sony Lithium-Ion V-Mount Battery	2	BPGL95A	\$ 699.00	\$ 599.00	\$ 615.00	\$ 606.38		
Audio									
	Grass Valley Replay System Package	1	479-032			\$ 79,760.00			\$ 97,995.00
Audio	Shure Ref Switch	1	WA-661	\$ 300.00	\$ 300.00	\$ 275.00	\$ 298.64	\$ 268.24	
	Shure Wireless Mic	1	ULXD124/150/C-H50	\$ 1,999.00	\$ 1,999.00	\$ 1,995.00	\$ 1,872.59		
Studio									
Type	Equipment	Quantity	Model Number	Markertek	B&H Price	Alpha Price	Z Systems	AVI	Vendor Price
PTZ	PTZ Camera	1	AW-UE70		\$ 4,950.00	\$ 4,780.00	\$ 4,597.57		
	Controller	1	AW-RP120		\$ 4,175.00	\$ 3,865.00	\$ 3,683.93		
Monitors									
	Blackmagic Designs Dual Displays	3	HDL-SMTVDUO2	\$ 1,485.00	\$ 1,485.00	\$ 1,320.00	\$ 1,305.80		
	50" Samsung LED Displays	3	UN49NU8000		\$ 2,393.97	\$ 2,325.00	\$ 1,349.97		
	Marshall Waveform Monitor		V-R173-DLW	\$ 2,623.75	\$ 2,623.75	\$ 2,330.00	\$ 2,308.90		
Intercom									
	Clearcom 2-Channel Main Station	4	MS-702			\$ 4,200.00	\$ 4,032.03		
	Clearcom Single Channel Belt Pack	2	RS-701			\$ 500.00	\$ 552.14	\$ 535.30	
	Clearcom 4-Wire Interface	1	IF4W4			\$ 965.00	\$ 1,053.30	\$ 1,021.18	
	Clearcom Single-Ear Light Headset	7	CC-26K-X4			\$ 1,120.00	\$ 1,218.97	\$ 1,181.74	

Attachment A

	Clearcom Single-Ear Enclosed Headset	4	CC-300-X4			\$ 960.00	\$ 1,053.30	\$ 1,014.60	
	Clearcom 2 Channel Partyline IP Interface	1	LQ-2W2			\$ 1,705.00	\$ 1,864.51	\$ 1,807.65	
	Clearcom Agent IC - LQ User License	2	Agent-IC-LQ			\$ 1,240.00	\$ 679.56	\$ 658.82	
	IFB Receiver	2	TR-50	\$ 369.00			\$ 345.86	\$ 327.76	
	Clearcom Free Speak Basestation	1	FSII-BASE-II-5	\$ 6,705.00			\$ 6,400.23		
	Clearcom Free Speak Wireless Belt Pack	1	FSII-BP19-X4-US	\$ 1,588.50			\$ 1,533.74		
	Clearcom Free Speak II Antenna	1	FSII-TCVR-19-US	\$ 1,489.50			\$ 1,438.14		
	Clearcom AC60 FreeSpeak Charger	1	AC60	\$ 513.00			\$ 485.32		
Switcher	Ross Carbonite 1S 1 M/E Panel	1	CB1S-PANEL			\$ 8,465.00	\$ 9,039.15	\$ 9,131.73	
	Ross Cabonite Switcher Frame - 18 Input	1	CF-116			\$ 10,780.00	\$ 11,511.18	\$ 11,627.18	
Xpression CG System	XPression Studio Triple Channel (SW Only)	1	XST3-0001			\$ 26,550.00		\$ 28,636.36	
	XPression 2RU HD-SDI Chassis (HW Only)	1	XPIN-2RU-M7			\$ 9,205.00	\$ 9,829.35	\$ 9,928.64	
Playback	Ross Abekas Tria Express Production Server	1	TRIA-X-J2K-2-02			\$ 14,035.00	\$ 14,985.48	\$ 15,136.36	
Misc. Cable and Part									
Audio Board	X-32 Producer 40 Input, 25-Bus Digital Console	1	X-32 PRODUCER	\$ 1,199.99	\$ 1,199.99	\$ 945.00	\$ 1,122.40	\$ 954.53	
	Behringer - I/O Stage Box with 8 Preamps	2	BESD8		\$ 799.98	\$ 630.00	\$ 787.50		
	Behringer SD16 - I/O Stage Box with 16 Preamps	1	BEH-SD16	\$ 699.99	\$ 699.99	\$ 550.00	\$ 655.24		
Teleprompter	*Prompter People Teleprompter	3	PRO-24		\$ 8,397.00		\$ 6,185.03		
	*Prompter People Low-boy mount and plate	1	KIT-RED		\$ 260.97		\$ 235.13		
	*Prompter People Software	1	SW-TV PROMPT				\$ 1,868.90		
	*Prompter People Remote Control	1	REM-TV PROMPT				\$ 523.60		
	*Prompter People Montior	1	MON-TAL24HB				\$ 1,210.00		
	* this product was only quoted by Zsystems and B&H Video								
	Autoscript Evo-IP On-Camera Package	1	EPIC-IP19			\$ 7,965.00			
	Autoscript ClockPlus-IP Timecode and Tally Display	1	A9011-1006		\$ 2,023.50	\$ 1,745.00			
	Viten Adaptor	1	3761-3		\$ 755.25	\$ 565.00			
	Autoscript WinPlus-IP Softwaare	1	WP-IP	\$ 4,925.75	\$ 4,925.75	\$ 4,255.00			
	Autoscript WinPlus-IP Newsroom	1	WP-IPN		\$ 883.50	\$ 760.00			
	Autoscript XBOX-IP HD-SDI prompt generator	1	A9009-0001		\$ 1,011.75	\$ 875.00			
	* Choose to go with Prompter People hardware due to pricing.								
Recording									
	KiPRO Rack	1	KI-PRO-RACK	\$ 1,995.00	\$ 1,995.00		\$ 1,645.88		
	AJA 1 TB USB 3.0 Storage	2	KISTOR1TBUSB-R0	\$ 990.00	\$ 990.00		\$ 816.75	\$ 873.52	

Router	Ross Ultrix 5RU Frame	1	ULTRIX-FR5			\$ 26,550.00	\$ 28,350.00	\$ 28,000.00	
	Ross Ultrix Rackmount 1RU Power Supply Frame	1	ULTRIPOWER				\$ 1,615.95	\$ 1,596.00	
	Ross Modular Power Supply for Ultripower Rack	1	ULTRIPOWER-PS			\$ 755.00	\$ 805.95	\$ 796.00	
	Ross I/O Boards (4) 16 x 16	4	ULTRIX-HDB-IO-A			\$ 24,260.00	\$ 25,920.86	\$ 25,600.00	
	Ross Standalone, High Speed Relay	1	DETOUR			\$ 385.00	\$ 409.00	\$ 404.00	
	Commissioning (2) Days	2	ULTRIX-COM-1DAY			\$ 3,320.00	\$ 3,120.00	\$ 3,211.12	
	Ross Prepaid Service Expense	1	TRAVEL-PRE-001			\$ 2,400.00	\$ 2,322.00		
	Ross OpenGear 3.0 Frame w/Cooling	1	OG3-FR-CN	\$ 1,636.00	\$ 1,803.95	\$ 1,365.00	\$ 1,780.88	\$ 1,443.20	
	Power Supply for Open Gear	1	PS-OG3	\$ 559.00	\$ 559.00	\$ 425.00	\$ 452.79	\$ 447.20	
	HD Monitoring Down Converter and Distribution Amplifier	1	HDC-8223A-R2			\$ 2,110.00	\$ 2,159.46	\$ 2,091.20	
	Sync Pulse Generator	1	SPG-8260-R2			\$ 2,345.00	\$ 1,828.49	\$ 1,806.40	
	Cobalt Analog Audio DA	1	9241	\$ 399.00	\$ 419.95	\$ 345.00	\$ 410.40	\$ 352.79	
	Down-Converter with relocking	1	9502-DCDA-3G			\$ 2,880.00	\$ 3,348.11	\$ 2,912.50	
Portable Checkout									
Type	Equipment	Quantity	Model Number	Markertek	B&H Price	Alpha Price	Z Systems	AVI	Vendor Price
	Panasonic Camcorder	4	AG-DVX200	\$ 18,780.00	\$ 16,780.00	\$ 17,540.00	\$ 17,051.04	\$ 17,542.24	
	Shotgun Microphone	4	AGMC200G			\$ 1,460.00	\$ 1,404.00		
	Porta Brace	4	CAR-DVX200		\$ 656.20	\$ 620.00	\$ 579.96		
	Tripods	4	535K		\$ 660.21		\$ 2,101.85		
	Fluid Head	1	MVH502AH	\$ 204.88	\$ 165.12	\$ 180.00	\$ 194.20	\$ 171.78	
	Sennheiser Wireless Microphone Combo Kit	9	EW 100 ENG G4-G	\$ 7,191.00	\$ 7,191.00	\$ 4,955.00	\$ 7,047.00	\$ 6,070.50	
	External Portable Monitor	2	Sony CLM-V55		\$ 796.00		\$ 662.40		
	Rode Battery Powered Shotgun Mic	1	Video Mic Pro+		\$ 211.93		\$ 225.33		
	Sony Camcorder	1	PXW-X70	\$ 2,299.99	\$ 1,798.00		\$ 1,798.00	\$ 2,182.56	
	Best Pricing								

Truck								
Type	Equipment	Quantity	Model Number	B&H Price	Alpha Price	Z Systems	AVI	Total
Triax Cam	Sony Multiformat Camera	1	HSC-100R			\$ 16,345.74		\$ 16,345.74
	Sony Camera Control Unit	1	HSCU-300R			\$ 9,282.00		\$ 9,282.00
	Sony Remote Control Panel	1	RCP1500			\$ 5,213.25		\$ 5,213.25
	Sony 7-inch LCD HD Viewfinder	1	HDVF-L750			\$ 4,961.25		\$ 4,961.25
	Sony 2" HD Viewfinder for all Sony 2/3" Cameras	1	HDVF200			\$ 3,228.23		\$ 3,228.23
	Sony Tripod Adapter	1	VCT14		\$ 275.00			\$ 275.00
	Sony Microphone Holder	1	CAC12		\$ 165.00			\$ 165.00
	Sony Viewfinder Hood	1	VFH790			\$ 1,279.69		\$ 1,279.69
	Canon 2/3" HDgc lens: semi-servo	1	KJ17ex7.7B IRSE A			\$ 12,127.68		\$ 12,127.68
	Canon Zoom Servo + Focus Manual	1	MS-210D			\$ 2,905.88		\$ 2,905.88
	Porta Brace Raingear Stadium	1	CLK-2			\$ 428.18		\$ 428.18
	Porta Brace Raingear Slicker	1	RS-55TX	\$ 261.61				\$ 261.61
	Belden 500' Triax cable with connectors	1	TRI-1857A-500			\$ 1,132.48		1132.48
	Hanney Reel for 500' Triax	1	AV2 Reel			\$ 436.00		\$ 436.00
	Clear-Com Headset	1	CC-300-X4				\$ 239.56	\$ 239.56
	Manfrotto Tripod Package	1	509HD,536K			\$ 1,646.21		\$ 1,646.21
	Portabrace Bag	1	CC-HD1		\$ 455.00			\$ 455.00
Wireless Video	Teradek Wireless Video Package	1	TER-10-0995-2V			\$ 13,191.20		\$ 13,191.20
	Sony Fast Charging Battery Charger	1	BC-L70A			\$ 738.38		\$ 738.38
	Sony Lithium-Ion V-Mount Battery	2	BPGL95A			\$ 606.38		\$ 606.38
Replay	Grass Valley Replay System Package	1	479-032		\$ 79,760.00			\$ 79,760.00
Audio	Shure Ref Switch	1	WA-661				\$ 268.24	\$ 268.24
	Shure Wireless Mic	1	ULXD124/150/C-H50			\$ 1,872.59		\$ 1,872.59
Subtotal				\$ 261.61	\$ 80,655.00	\$ 59,049.40	\$ 507.80	\$ 140,473.81
Studio								
Type	Equipment	Quantity	Model Number	B&H Price	Alpha Price	Z Systems	AVI	Total
PTZ	PTZ Camera	1	AW-UE70			\$ 4,597.57		\$ 4,597.57
	Controller	1	AW-RP120			\$ 3,683.93		\$ 3,683.93
Monitors	Blackmagic Designs Dual Displays	3	HDL-SMTVDUO2			\$ 1,305.80		\$ 1,305.80
	50" Samsung LED Displays	3	UN49NU8000			\$ 1,349.97		\$ 1,349.97
	Marshall Waveform Monitor		V-R173-DLW			\$ 2,308.90		\$ 2,308.90
Intercom	Clearcom 2-Channel Main Station	4	RM-702			\$ 4,032.03		\$ 4,032.03
	Clearcom Single Channel Belt Pack	2	RS-701		\$ 500.00			\$ 500.00

Attachment B

	Clearcom 4-Wire Interface	1	IF4W4		\$ 965.00			\$ 965.00
	Clearcom Single-Ear Light Headset	7	CC-26K-X4		\$ 1,120.00			\$ 1,120.00
	Clearcom Single-Ear Enclosed Headset	4	CC-300-X4		\$ 960.00			\$ 960.00
	Clearcom 2 Channel Partyline IP Interface	1	LQ-2W2		\$ 1,705.00			\$ 1,705.00
	Clearcom Agent IC - LQ User License	2	Agent-IC-LQ				\$ 658.82	\$ 658.82
	IFB Receiver	2	TR-50				\$ 327.76	\$ 327.76
	Clearcom Free Speak Basestation	1	FSII-BASE-II-5			\$ 6,400.23		\$ 6,400.23
	Clearcom Free Speak Wireless Belt Pack	1	FSII-BP19-X4-US			\$ 1,533.74		\$ 1,533.74
	Clearcom Free Speak II Antenna	1	FSII-TCVR-19-US			\$ 1,438.14		\$ 1,438.14
	Clearcom AC60 FreeSpeak Charger	1	AC60			\$ 485.32		\$ 485.32
Switcher	Ross Carbonite 1S 1 M/E Panel	1	CB1S-PANEL		\$ 8,465.00			\$ 8,465.00
	Ross Cabonite Switcher Frame - 18 Input	1	CF-116		\$ 10,780.00			\$ 10,780.00
Xpression CG System	XPression Studio Triple Channel (SW Only)	1	XST3-0001		\$ 26,550.00			\$ 26,550.00
	XPression 2RU HD-SDI Chassis (HW Only)	1	XPN-2RU-M7		\$ 9,205.00			\$ 9,205.00
Playback	Ross Abekas Tria Express Production Server	1	TRIA-X-J2K-2-02		\$ 14,035.00			\$ 14,035.00
Misc. Cable and Part								
Audio Board	X-32 Producer 40 Input, 25-Bus Digital Console	1	X-32 PRODUCER		\$ 945.00			\$ 945.00
	Behringer - I/O Stage Box with 8 Preamps	2	BESD8		\$ 630.00			\$ 630.00
	Behringer SD16 - I/O Stage Box with 16 Preamps	1	BEH-SD16		\$ 550.00			\$ 550.00
Teleprompter	*Prompter People Teleprompter	3	PRO-24			\$ 6,185.03		\$ 6,185.03
	*Prompter People Low-boy mount and plate	1	KIT-RED			\$ 235.13		\$ 235.13
	*Prompter People Software	1	SW-TVPRMPT			\$ 1,868.90		\$ 1,868.90
	*Prompter People Remote Control	1	REM-TVPRMPT			\$ 523.60		\$ 523.60
	*Prompter People Montior	1	MON-TAL24HB			\$ 1,210.00		\$ 1,210.00
	* this product was only quoted by Zsystems and/or B&H Video							
Recording								
	KiPRO Rack	1	KI-PRO-RACK			\$ 1,645.88		\$ 1,645.88
	AJA 1 TB USB 3.0 Storage	2	KISTOR1TBUSB-R0			\$ 816.75		\$ 816.75
Router	Ross Ultrix 5RU Frame	1	ULTRIX-FR5		\$ 26,550.00			\$ 26,550.00
	Ross Ultrix Rackmount 1RU Power Supply Frame	1	ULTRIPOWER				\$ 1,596.00	\$ 1,596.00
	Ross Modular Power Supply for Ultripower Rack	1	ULTRIPOWER-PS		\$ 755.00			\$ 755.00
	Ross I/O Boards (4) 16 x 16	4	ULTRIX-HDB-IO-A		\$ 24,260.00			\$ 24,260.00

	Ross Standalone, High Speed Relay	1	DETOUR		\$ 385.00			\$ 385.00
	Commissioning (2) Days	2	ULTRIX-COM-1DAY			\$ 3,120.00		\$ 3,120.00
	Ross Prepaid Service Expense	1	TRAVEL-PRE-001			\$ 2,322.00		\$ 2,322.00
	Ross OpenGear 3.0 Frame w/Cooling	1	OG3-FR-CN		\$ 1,365.00			\$ 1,365.00
	Power Supply for Open Gear	1	PS-OG3		\$ 425.00			\$ 425.00
	HD Monitoring Down Converter and Distribution Amplifier	1	HDC-8223A-R2				\$ 2,091.20	\$ 2,091.20
	Sync Pulse Generator	1	SPG-8260-R2				\$ 1,806.40	\$ 1,806.40
	Cobalt Analog Audio DA	1	9241		\$ 345.00			\$ 345.00
	Down-Converter with relocking	1	9502-DCDA-3G		\$ 2,880.00			\$ 2,880.00
Subtotal					<u>\$ 133,375.00</u>	<u>\$ 45,062.92</u>	<u>\$ 6,480.18</u>	<u>\$ 184,918.10</u>

Portable Checkout

Type	Equipment	Quantity	Model Number	B&H Price	Alpha Price	Z Systems	AVI	<u>Total</u>
	Panasonic Camcorder	4	AG-DVX200	\$ 16,780.00				\$ 16,780.00
	Shotgun Microphone	4	AGMC200G			\$ 1,404.00		\$ 1,404.00
	Porta Brace	4	CAR-DVX200			\$ 579.96		\$ 579.96
	Tripods	4	535K	\$ 660.21				\$ 660.21
	Fluid Head	1	MVH502AH	\$ 165.12				\$ 165.12
	Sennheiser Wireless Microphone Combo Kit	9	EW 100 ENG G4-G		\$ 4,955.00			\$ 4,955.00
	External Portable Monitor	2	Sony CLM-V55			\$ 662.40		\$ 662.40
	Rode Battery Powered Shotgun Mic	1	Video Mic Pro+	\$ 211.93				\$ 211.93
	Sony Camcorder	1	PXW-X70			\$ 1,798.00		\$ 1,798.00
Subtotal				<u>\$ 17,817.26</u>	<u>\$ 4,955.00</u>	<u>\$ 4,444.36</u>		<u>\$ 27,216.62</u>

Total By Vendor

AVI	\$ 6,987.98							
Alpha Video	\$ 218,985.00							
Z Systems	\$ 108,556.68							
B&H Video	\$ 18,078.87							
Total Cost:	<u>\$ 352,608.53</u>							

QCCCC Agenda Item

5.3 Strategic Plan Consultant Selection

June 19, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Strategic Plan Consultant Selection

QCTV created a 5-Year Strategic Plan in 2013. The Commission has requested proposals for creating the next 5-Year Strategic Plan for the organization. Staff solicited four proposals: Action Coach, Aurora Consulting, CO2 Partners, and JHPool Consulting. Each company brings a unique perspective to strategic planning. Staff has evaluated the proposals and reviewed with the Board Chair.

Proposal were evaluated for relevant experience, skill set, consulting methodology and tools, fit with organization, project scope, and cost. See attached spreadsheet for details.

Action Requested: Approve Aurora Consulting proposal in the amount of \$17,000 and direct staff to engage the consultant.

VISION

To magnify success in Business Owners in order to create an opportunity-filled life for all.

MISSION

ActionCOACH MetroNorth is a passionate team of experienced professionals who believe business should be fun!

We maximize business potential through life-long learning to achieve excellence with both creative and systematic problem solving techniques.

Our diverse skill set and proven process creates measurable results, which are based on open communication and commitment to action.

We work with business owners and their teams from all types of industries who want:

- MORE Business
- MORE Time
- MORE Money
- MORE Invested Team Members

We implement this through fun educational workshops, seminars, team training, and individual accountability sessions.

CULTURE

Success. **H**appiness. **I**ntegrity. **T**eamwork.

YOUR COACHES



David Ford

Master Coach & Presenter

Dave discovered his passion for Business Coaching when he experienced the challenges of running a business alone. He is excited when business owners choose to objectively look at their business, make the hard and scary decisions, and most importantly, take the necessary action to follow through. He is energized by the "Aha" moments business owners get as a result of positive changes. Dave is a sought-after coach, presenter, and trainer.

Tracy Ford

Senior Coach & Presenter

Tracy understands what it's like to be a business owner *with* and *without* a coach. Her purpose is to help business owners achieve the quality of life goals they went into business for in the first place. Tracy is 100% committed to helping business owners create the systems that are necessary to enable consistent and predictable business results. Tracy continues to educate through speaking events with Chambers, Professional Groups and Associations.



Stephen Crawford

Business Coach & Corporate Trainer

Stephen excels at business through leadership excellence; understanding that leadership is a process of making sound decisions, cultivating people, and nurturing their environment. He believes in thinking big and investing for growth. Stephen understands that business owners who take action and have the necessary accountability will excel at creating sustained, positive transformations in their business.

Bob Brady

Strengths and Business Coach

Certified in Strengths Coaching, Bob has extreme talent in leading people to develop through their natural strengths, how to capitalize using them, which ultimately helps people see themselves in a new, more sophisticated way. He understands the momentum needed to fuel the determination to get to the next level of learning, growing, and sharpening of the mind, in order to fulfill the "why" of their business. And that is the motivation behind everything Bob will do for you.



Most Client Award-Winning Firm in North America

2017

- Franchisee of the Year
- Entrepreneur of the Year
- Best Retailer

2016

- CEO of the Year
- Best Community Impact
- Best Wholesaler
- Best Retailer
- Fastest Growing

2015

- CEO of the Year
- Best Overall Company
- Best Wholesaler
- MN Top 100 Women in Business
- MN Young Entrepreneur

2014

- Best Retailer
- Best Customer Service
- Best Company Culture
- MN Top 100 Businesses to Work For

2012 - 2013

- Fastest Growing (2013, 2012)
- Best Overall Company
- Best Customer Service
- Top 10 Nationwide Skill Path Trainers

2017-2018 ActionCLUB Business Mastery Classes

Wednesdays @ 8AM or 3PM

Class dates and times are subject to change – register at BusinessCoachMN.com

APR 4	Internet Marketing with One Wheel Marketing This topic is changing to focus on sound trends that are for you right now. Check back to find out what topic we'll be tackling!
APR 25	Open the Sales Vault – Psychological Keys While tools may change, people remain people. Understand natural behavioral preferences and how to effectively adapt to the communication of others to get results that benefit everyone.
MAY 2	Crush Your Competition – Sales Made Simple Learn how to improve your conversion rate by creating a simple process to follow, and handle objections in a more calculated approach.
MAY 16	Input:Output – Run at Peak Performance Efficiency is doing things right, while Effectiveness is doing the right things. Learn how to leverage your business by creating systems that run your business to produce measurable and massive results.
MAY 30	MVP's – Building Your Dream Team Your team reflects you and your business. Learn how to build the dream team you've always wanted by recruiting great people, empowering them, and holding them accountable.
JUN 13	BE the Coach, BE the Leader in your Business Learn how to inspire others in your vision and goals by becoming a great leader and exhibiting the characteristics that motivates others to achieve the results you're looking for in your business.
JUN 27	Where Are You Headed? – Vision vs. Purpose While setting business goals and visions are beneficial to you, they offer you different things. Learn how to set your goals by developing clarity on the big picture, why it's important, and how you're going to accomplish it.
JULY 11	Funding your Wealth – Freedom Strategy Group There's one factor we all have in common concerning our wealth—we want it to grow. Learn to identify areas that are important to you and how to build a bridge between your life goals and financial decisions.
JUL 25	What Financials? – Understanding your Numbers Financial statements have a value that goes far beyond preparing tax returns. Learn how to understand your financial reports that is meaningful to your daily, weekly, and monthly business operations.
AUG 8	Time Essentials – Getting a Hold of Your Day Learn how to use <i>time</i> to your advantage by setting the right priorities, focusing on outcomes, and running your schedule instead of letting your business run you.

GrowthCLUB



GrowthCLUB comes once a quarter for business owners in the community to network, learn, set goals, and be stretched. The energy is high; it's like hitting a reset button and it's the completion and continuation of goals previously set. It's a 5-hour business building workshop split into 2 parts:

- **PLANNING** – it's about going through an extensive list of action pieces for your business to drill down on your focus for the next 90-days.

- **EDUCATION** – The topic changes each quarter. Previous topics include:

World Class Customer Service | StrengthsFinder | Behavioral Change | Fascinate your Consumers
Know Your Numbers | Leadership Development | Mega Marketing | Personal Development

2018 Dates

Q1 – January 12, 2018
Q2 – April 13, 2018
Q3 – July 13, 2018
Q4 – October 12, 2018

Tickets: \$195.00 per person/per quarter

7:30AM – 1:30PM | Breakfast Buffet included

INVEST in your business today and **JOIN** over 100 business owners and team members **PLAN** for more **PROFIT** and make it your best year, yet!

Strategic Planning Proposal

for



February 19th, 2018

Dear Karen George,

We are delighted to submit the following strategic planning proposal to QCTV. Our mission is to strengthen your team and organization through our work together so that you can best fulfill your mission.

We're two people who love making a difference in the lives of our clients. We believe in the power of thoughtful evaluation, strategic planning, and leadership development. And we are ready to help you do that work.

At Aurora, our values guide our work.

- **Practicing generosity:** Investing in relationships. Volunteering in the sector.
- **Working collaboratively to achieve a common goal:** Leading participatory planning processes. Adapting to changing circumstances.
- **Leading with honesty, humility, and joy:** Inviting, exploring, and honoring diverse perspectives.

We are hopeful for the opportunity to put these values into practice with QCTV. Thank you for inviting us to submit this proposal. Should you have any questions, Al is happy to answer them either by phone, email or in person.

Sincerely,

Al Onkka and Sarah Cohn

aonkka@auroraconsult.com
612-584-3953

scohn@auroraconsult.com
612-315-4350

Aurora Consulting
1229 Tyler St. NE, Suite 285
Minneapolis, MN 55413

www.auroraconsult.com

OUR EXPERIENCE

At Aurora Consulting, we have extensive experience working with nonprofits facing unique challenges across Minnesota, the region, and nationally. We work with nonprofits of all sizes and across sectors.

The majority of our work falls into three broad and overlapping categories: evaluation, strategic planning, and organizational leadership development.

Within these broad categories, we have worked with organizations on projects related to:

- Strategic planning and action planning
- Environmental scans
- Organizational assessment
- Program and impact evaluation
- Evaluation capacity building
- Board development
- Organizational identity – mission, vision, values, outcomes
- Leadership development



Our Clients Include

Arts Midwest
Association of Children's Museums
Down Syndrome Association of Minnesota
Epilepsy Foundation of Minnesota
Explora, Albuquerque
Family Tree Clinic
Imagine Children's Museum, Seattle
Minnesota Alliance on Crime
Minnesota Coalition Against Sexual Assault
Minnesota Elder Justice Center
Minnesota River Area Agency on Aging
Museum of Science, Boston
Northwest Minnesota Foundation
Propel Nonprofits *formerly Nonprofits Assistance Fund*
Office of the Vice President of Research, University of Minnesota
Science Museum of Minnesota
Somali American Parent Association
Center for Nonprofit Resources, Toledo
Urban Boatbuilders
Women's Health Center, Duluth

AURORA'S APPROACH

Aurora Consulting is dedicated to boosting your capacity to lead your nonprofit into the future. We understand the nuance and complexity of mission-driven organizations from different sectors, of different sizes, and at various points in their lifecycle.

We take a holistic approach to our work with nonprofits, understanding the interplay of governance, leadership, management, operations, strategy, and impact. Our approach is collaborative and participant-focused. We embed the skills and expertise within our client organizations and help develop leaders along the way.

Strategic Planning

Strategic planning is about intentionally learning, changing, adapting, and growing. Strategic planning helps you answer five short but important questions:

- Where are we now?
- Where do we want to be?
- What is holding us back?
- How can we move forward?
- What actions will we take?

Aurora does participatory strategic planning. We don't create a strategic plan for you. We facilitate a process that allows your team to create it. That way, it really is your plan, not ours. But, we'll be right there at your side, coaching you through the process as you wrestle with your challenges, envision your opportunities, and identify realistic steps to address both. We'll be your guides, your support system, and your cheering squad!

Our processes are guided by the Technology of Participation® facilitation and strategic planning processes. These processes incorporate best practices developed by a worldwide network over 40 years in strategic thinking, change management, organizational development, community development, innovation, and adult learning.



Relevant experience

Recently, Al and Sarah have facilitated participatory strategic planning for Epilepsy Foundation of Minnesota, Land of the Dancing Sky Area Agency on Aging, Arts Midwest, Minnesota Alliance on Crime, Somali American Parent Association, Minnesota River Area Agency on Aging, Women's Health Center, One Voice Mixed Chorus, Science Museum of Minnesota Department of Evaluation and Research.

Arts Midwest worked with Aurora Consulting on an extensive strategic planning process, culminating with a two-day retreat for our full board and staff. Thanks to their leadership, we all came away feeling very optimistic about our collective future.

Susan Chandler, Former Vice President, Arts Midwest

» See the Arts Midwest strategic plan case study at <http://aurora.fyi/artsmidwest>

Facilitation

As facilitators, Aurora Consulting brings deep expertise in adult learning styles, group dynamics, consensus building, managing competing priorities and conflict, and outcome focused processes. Our facilitation is guided by the following values:

- Everyone in the room has wisdom.
- Everyone has a chance to listen and speak.
- Strength comes from the connections between perspectives.
- Together, our team is greater than the sum of its parts.

We've completed a number of strategic planning processes. Al Onkka's facilitation stood out as incredibly efficient and meaningful, resulting in an ambitious, yet attainable strategy.

Martha Faust, Executive Director, Minnesota Brownfields

Leadership Development

At Aurora, we believe that all aspects of reflection and planning projects should support the development of leaders throughout an organization. In our work, we rely on the expertise of the participants, model facilitative leadership practices, and promote ownership of the results.

PROJECT CONTEXT

We understand that QCTV desires to do strategic planning in 2018 to replace their current five-year plan. We understand that QCTV's has done well in implementing their previous plan and that their environment is changing. The board is a joint powers board with representatives from each of the four cities. QCTV wishes to have robust participation from the board and staff in this process.

Project Goals

We understand the goals of this project to include:

- Develop a shared understanding of QCTV's present.
- Establish a shared vision for QCTV's future.
- Develop a strategic plan to span three-five years.
- Develop an implementation plan.

Furthermore, this work will be conducted in a way that:

- Promotes full and authentic participation by board, staff, volunteers, and other stakeholders.
- Engenders board, staff, volunteer, and stakeholder commitment to QCTV's future.
- Models positive and productive collaboration.
- Develops the leadership capacity of all participants.

Participants

This project will include, at a minimum, the board, staff, and volunteers of QCTV. Aurora will work with QCTV to define the roles of these stakeholders (and others if desired) in the project. A number of possible roles are included below.

Design. This group, the design team, participates in regular meetings with Aurora to design and adapt the project process. *Typically, this group is about 6-8 members of the board and staff.*

Plan/Decide. This group plans and/or makes final decisions. *We recommend that as much as possible QCTV's full board and staff participate in planning.*

Inform/Review. This group contributes ideas or feedback to the planning team. *If desired, Aurora can engage stakeholders in contributing to an environmental scan, e.g. clients, former board members, funders, peer organizations, thought leaders, etc.*

Receive/Promote. This group is informed of project, receives the results, and spreads the word. *Aurora will provide final documents suitable for publication and dissemination.*



SCOPE OF WORK

A strategic planning process for QCTV will follow the basic framework laid out below with room for flexibility in scheduling, logistics, and changing needs. We will customize and focus the process to best meet the needs of QCTV.



Process Management

Aurora works with a design team to customize the project, ensure its goals are clear, and facilitate a process that moves smoothly. The design team is made up of 6-8 organizational representatives from the leadership team, board, staff, or other key internal stakeholders. The design team provides critical input, guidance and feedback to the consultants throughout the process on stakeholder engagement, process design, organizational knowledge, and context.

Process:

The design team typically meets at critical junctures in the process, such as before and after each key strategic planning point.

Deliverable:

Process management for a co-created and adaptable strategic planning process with strong buy-in and engagement from the organization.

Environmental Scan (Optional)

An environmental scan sets a foundation for planning by answering the question "Where are we now?" Aurora Consulting has a range of environmental scanning techniques. Aurora can conduct environmental scan activities and report on their results. Or, Aurora can facilitate a workshop where the planning participants use their knowledge to create a shared understanding of where QCTV is now.

Process:

Aurora will work with the design team to identify the guiding questions and participants of the environmental scan. Aurora can conduct interviews, focus groups, facilitated retreats or other methods to engage and learn from the participants. Information from the environmental scan is organized, analyzed and summarized so that it can be used by QCTV in strategic planning.

If Aurora conducts an environmental scan, we strongly recommend an additional retreat (or additional time) for the board and staff to review the results together, add to them, and identify key insights for planning.

Deliverable:

Environmental scan report and/or facilitation.

Strategic Planning

Aurora Consulting will facilitate strategic planning retreats designed to help the organization:

- Engage in deep discussion of the organization, environment, and field.
- Create a shared vision of the organization's future.
- Identify barriers that are holding the organization back.
- Determine strategic direction for the next 3 years.

Process:

Aurora will work with the design team to identify the best ways to involve as many staff, key volunteers, and board members as possible in creating the strategic plan.



Vision Workshop – “Where do we want to be?”

Aurora will facilitate a half-day vision workshop with board members and staff. This workshop will focus on identifying and creating consensus on the vision that will guide participants in creating a three-year strategic plan.

Barriers Workshop – “What is holding us back from achieving our vision?”

Aurora will facilitate a half-day barriers workshop with board and staff (or staff only, reporting to the board). Participants will work together to identify the barriers to their vision – things that must be addressed to move forward as an organization.

Strategic Directions Workshop – “How can we move forward?”

Aurora will facilitate a half-day strategic directions workshop with board and staff. Participants will work together to identify the strategic actions that will move QCTV toward its vision and address the barriers along the way. The result of this workshop is a set of directions and strategies that will comprise the bulk of the strategic plan document.

Implementation Planning Workshop – “What actions will we take?”

Aurora will facilitate a half-day workshop with staff only. Staff will work together to identify the most important actions in the next year to move the strategic plan forward. They will assign people and a timeline. The result of this workshop is a one-year organization-wide implementation plan ready for the assigned people, sub-groups, or departments to flesh out and begin work.

Design Team Revision

Aurora will facilitate a meeting (or series of meetings) with the design team to revise the work of the groups. Aurora will facilitate the design team in wordsmithing and finalizing the language of the strategic directions, strategies, and public document of the process that will go to the board for approval before being rolled out internally and externally.

Deliverable:

A strategic plan document ready for final review and board approval. Please see the attached work samples for examples of our strategic plan final deliverables.

TIMELINE

All dates are approximate. Final schedule will be determined with the design team.

April-May

Initial meetings with the design team. Final design of the planning process. As requested, presentation to the board or staff about the planning process. (Environmental scan activities if requested).

June-July

Vision half-day retreat. (Environmental scan retreat or combined with Vision).

July-August

Barriers half-day retreat. Strategic directions half-day retreat. Design team meeting.

August-September

Implementation planning half-day retreat with staff. Final deliverables.

FEE STRUCTURE

The fee for this proposed work is presented below. Aurora's fee structure is based on deliverables rather than an hourly rate.

	Description	Budget
Process Management	<ul style="list-style-type: none"> Work with the design team to prepare for retreats. 	2,000
Strategic and Implementation Planning	<ul style="list-style-type: none"> Facilitate four half-day workshops. Prepare summary documents. Conduct revision meetings. Prepare a strategic plan document.* 	8,000
		\$10,000

*Aurora will provide documentation of all retreat results. We recommend that a designer create final documents. Aurora can work with QCTV's designer as a part of this contract or provide our own designer. Any designer fees will be reimbursed to Aurora.

Optional Environmental Scan

	Description	Budget
Environmental Scan Report**	<ul style="list-style-type: none"> Review relevant documents provided by QCTV Conduct ten 30-minute key informant interviews or two 90-minute focus groups (6-10 participants each). Analyze results and prepare summary document. 	5,000
Current Reality Workshop	<ul style="list-style-type: none"> Facilitate half-day workshop. 	2,000

**A range of options are available for environmental scanning depending on your needs. Please contact us with questions or requests and we can provide an updated fee structure.

REFERENCES

Darla Waldner, Executive Director, Land of the Dancing Sky Area Agency on Aging.

218.745.9109, darla@nwrdc.org

Aurora worked with LDSAAA in 2017 to create a theory of change, update mission and vision statements, and a develop three-year strategic plan.

Bobbi Holtberg, Executive Director, Minnesota Alliance on Crime.

612.940.8090 ext. 101, bobbi@mnallianceoncrime.org

Aurora led board development, strategic planning, mission revision, implementation planning, and impact evaluation with MAC in 2016 and 2017.

Heidi Fisher, Executive Director, Epilepsy Foundation of Minnesota.

651.287.2314, hfisher@efmn.org

Aurora provided comprehensive environmental scanning, strategic planning, and implementation planning to EFMN in 2017.

WORK SAMPLES

Attached:

- Epilepsy Foundation Strategic Plan
- Land of the Dancing Sky Strategic Plan

MEET THE TEAM

Al Onkka and Sarah Cohn will provide the services for this project.

Al Onkka – Principal Consultant



Al works at the leadership level to help nonprofits plan for the future and evaluate their impact. He has worked in the field of evaluation, promoting data-based decision making and organizational learning, since 2009. He is inquisitive, analytical, good at connecting ideas, practical, and affable.

Al uses, and builds the capacity of others to use, an outcome perspective to help organizations learn, plan, and improve. An outcome perspective helps nonprofits focus on the purpose of their work, be adaptable to changing circumstances, and communicate with clarity and vivacity.

Previously, Al was an evaluator and researcher at the Science Museum of Minnesota. As a member of one of the largest informal education evaluation departments in the country, he led internal, local, and national evaluation and research projects. Al served as a board member and programs chair of the Minnesota Evaluation Association and also chaired the board of Rainbow Rumpus, a Minneapolis publishing and social justice nonprofit.

Al has a master's degree in Evaluation Studies from the University of Minnesota's Department of Organizational Leadership, Policy, and Development. He studied English and Philosophy at Luther College in Decorah, Iowa.

Sarah Cohn – Principal Consultant



Sarah Cohn helps her clients discern their audience's needs; think about their roles and opportunities as departments, organizations, and within broader networks; and build their internal capacity to measure the impact of their organizations and programs. In her experience, complex collaborations with diverse partners succeed when they build in time for listening and honest reflection. She sees her clients as the content experts and herself as the facilitator of nuanced conversations.

Sarah co-developed Team-Based Inquiry, a practitioner-focused form of evaluation, co-writing *Team-based inquiry: A practical guide for using evaluation to improve informal education experiences*. Since 2012, Sarah has been training

organizations of all kinds in integrating Team-Based Inquiry, including the Natural History Museum of Utah, Sciencenter, and the Detroit Zoological Society.

Sarah managed the Science Museum of Minnesota's Evaluation and Research in Learning Department, one of the largest museum evaluation and research departments in the country, from 2009 to 2014. She left the museum to engage more organizations in audience research, evaluation, facilitation, and strategic planning in 2016. Sarah has supported the work of a variety of organizations, from the Minnesota Zoo and Imagine Children's Museum to University of St. Thomas' Center for Pre-Collegiate Engineering Education and Minnesota State Arts Board.

Strategic Planning Work Samples



Epilepsy Foundation of Minnesota 2018-2020 Strategic Plan

Aurora provided comprehensive environmental scanning, strategic planning, and implementation planning to EFMN in 2017.

Included: The public strategic plan document.

Land of the Dancing Sky Strategic Plan 2018-2021

Aurora worked with LDSAAA in 2017 to create a theory of change, mission and vision, and strategic plan.

Included: The public strategic plan document.

RISE BEYOND

2018-2020
STRATEGIC
PLAN



**EPILEPSY
FOUNDATION**
Minnesota

Dear Stakeholder of the Epilepsy Foundation of Minnesota,

It is with a deep sense of pride in our community and excitement for our future that we share the Epilepsy Foundation of Minnesota's 2018-2020 strategic plan, **Rise Beyond**. This plan brings together the passion, commitment, and collective wisdom of many who care deeply for those living with epilepsy and the EFMN mission. This comprehensive and forward-thinking plan will inform our work over the next three years.

Rise Beyond symbolizes who we are, and who we strive to be. As an organization which values measurable impact we have been empowered with a new direction that pushes us to serve more individuals, strengthen our presence in the communities we serve, and create, expand, and deliver innovative programming. Our work is formidable.

Informed by many throughout our epilepsy community, the entire EFMN board and agency staff worked together to create **Rise Beyond**, which honors our past while looking to the future. Together we created a vision for our work, examined our current environment, and planned the 2018-2020 strategic directions.

Here's what we determined:

- EFMN is a **strong and vibrant organization** that is well positioned for growth.
- We are strongly **committed to diversity, service, and innovation**.
- We believe in the **importance of being good stewards** of the charitable dollars which allow us to meet our mission on a profound level.
- We look forward to **serving our community more deeply through innovative programming, advocacy, and awareness** as we strive to be the select organization for those living with epilepsy.

The final product of our year-long planning process is deeply comprehensive. We thank those who dedicated time to shaping this plan and we invite each of you to engage in our work during this exciting time. Together, we can help those living with epilepsy **Rise Beyond** any limits imposed by the disease, and thrive.

With gratitude,



Heidi L. Fisher
Executive Director



Tim Gallagher
Board Chair

Throughout our strategic planning,
we were guided by our vision,
mission, and values:

OUR VISION

A world in which people with seizures realize their full potential.

OUR MISSION

We lead the fight to overcome the challenges of living with epilepsy
and to accelerate therapies to stop seizures, find cures, and save lives.

OUR VALUES

Financially Sound
Innovative
Leading
Passionate



LEARNING FROM OUR STAKEHOLDERS

To inform the Rise Beyond plan, EFMN commissioned Aurora Consulting to gather experiences and opinions of those in our geographic area. EFMN invited members of our epilepsy community to report on the foundation's strengths, weaknesses, opportunities, and challenges. Information was gathered through one-on-one interviews and focus groups. Participation was substantial: the interviewees included forty-one national thought leaders, EFMN volunteers, parents, EFMN funders, people living with epilepsy, past EFMN board presidents, and medical professionals.

This plan was built on our stakeholders' feedback and the experiences of the EFMN staff and board of directors. Throughout the next three years we hold our four strategic initiatives as our pillars. Our goal is to be fluid and transformational in our approach to mission delivery. This is for our stakeholders, for our organization, and for our community.



OUR PEOPLE & OUR PROCESS

The board and staff were invited to three half-day strategic planning retreats. This strategic plan is the result of our collective work.

BOARD PLANNERS

Bill Atwell
Elizabeth Beastrom
Mike Britten
Matt Brokl
Patrick Burns
Shawn Darmody
Kristin Davis
Mark Devaraj
Tim Feyma
Sharon Freeman
Zack Frisk
Tim Gallagher
Tayler Johnson
Brandon Megal
Deb Meyer
Mike Murray
Rhea Nelson Rock
Wendy Osterberg
Scott Tonneson
Julia Valente
Bill Walsh

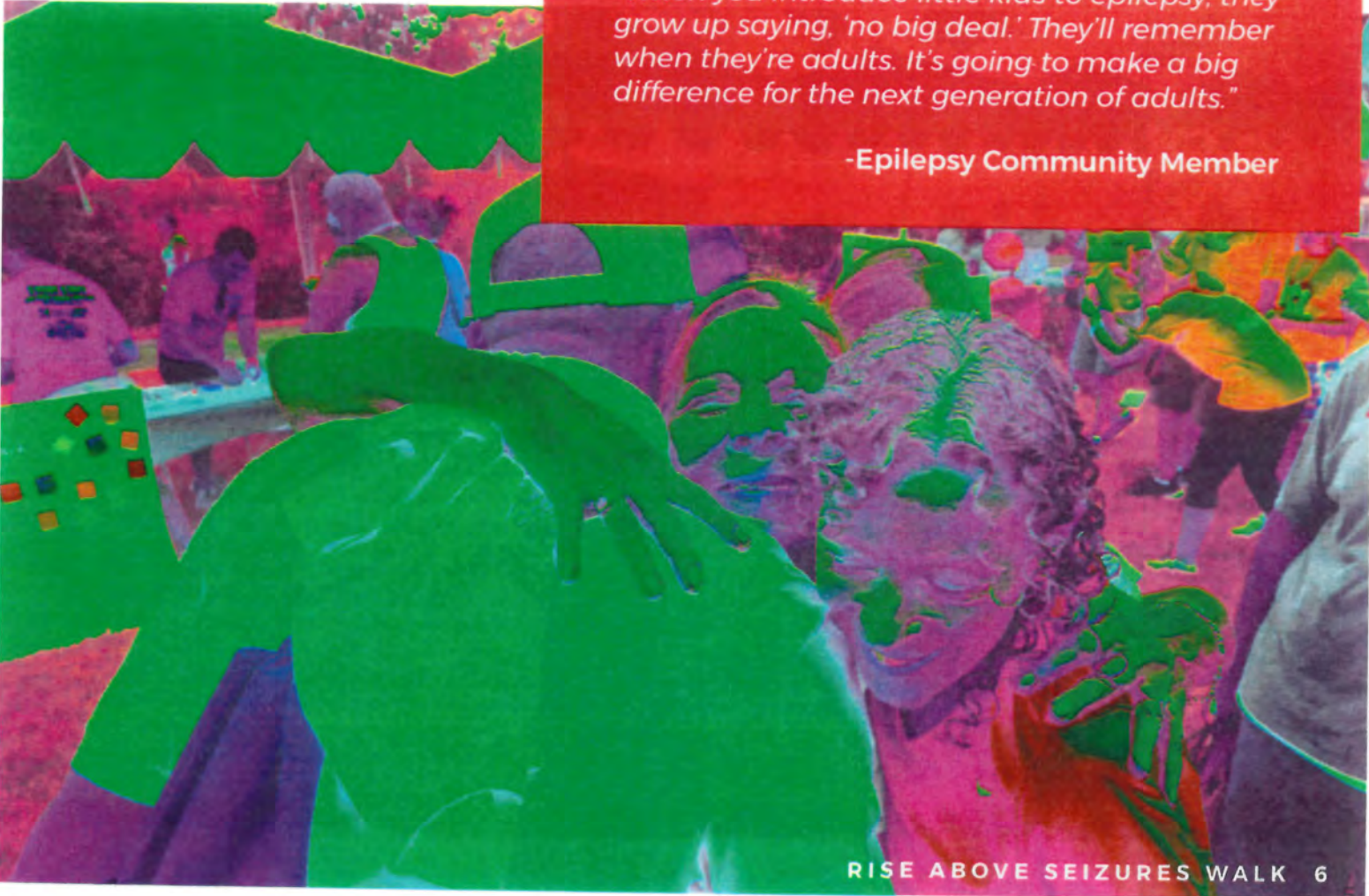
STAFF PLANNERS

Nick Baker
Nikki Baker
Heather Besonen
Lori Braegelmann
Claire Colliander
Jenna Dahl
Heidi Fisher
Tim Flynn
Emily Gomez
Kelly Kopish
Debbie Leone
Michelle Maxwell
Mary Meuwissen
Kris Moen
Brett Nelson
Keri Olufson
Lisa Peterson
Amanda Pike
Tom Rue
Tammy Sammon
Dinah Swain
Janice Tweet
Dan Wakemup



WE WILL: CONNECT WITH MORE COMMUNITIES

- Serve and include communities of color and under-served communities
- Partner with the medical community
- Use data for impact
- Investigate new revenue streams



"When you introduce little kids to epilepsy, they grow up saying, 'no big deal.' They'll remember when they're adults. It's going to make a big difference for the next generation of adults."

-Epilepsy Community Member

WE WILL: INCREASE EPILEPSY AWARENESS AND PROGRAMMING

- Strengthen outstate resources
- Deploy aggressive awareness campaigns
- Increase education and connection programs
- Leverage volunteer program
- Maximize marketing and communication

"It's critical that information about seizures be widely distributed and understood. It's dangerous to be out in the public and suddenly you're helpless. The more your community understands, the better."

-Epilepsy Community Member

we are

onein**26.org**

STRATEGIC DIRECTION THREE

WE WILL: INVEST IN OUR INTERNAL RESOURCES

- Increase organizational capacity to serve more people
- Invest in data and technology infrastructure
- Expand internal collaboration

"We need to be better seekers instead of just being sought. We need to be more proactive rather than reactive. We wait for people to come to us, when we could be paired with individuals right out of their diagnosis."

-Epilepsy Community Member

STRATEGIC DIRECTION FOUR

WE WILL: SUPPORT RESEARCH AND INNOVATION

- Advance national epilepsy research efforts through financial support
- Leverage existing outreach and communication efforts to promote new epilepsy research and therapies
- Highlight epilepsy research with EFMN's board, staff, and advisors

"Why isn't there more research when epilepsy is so common? I've learned that if your epilepsy is under control, you don't want to talk about it. I hope that the more people talk about it, the more funding we can get."

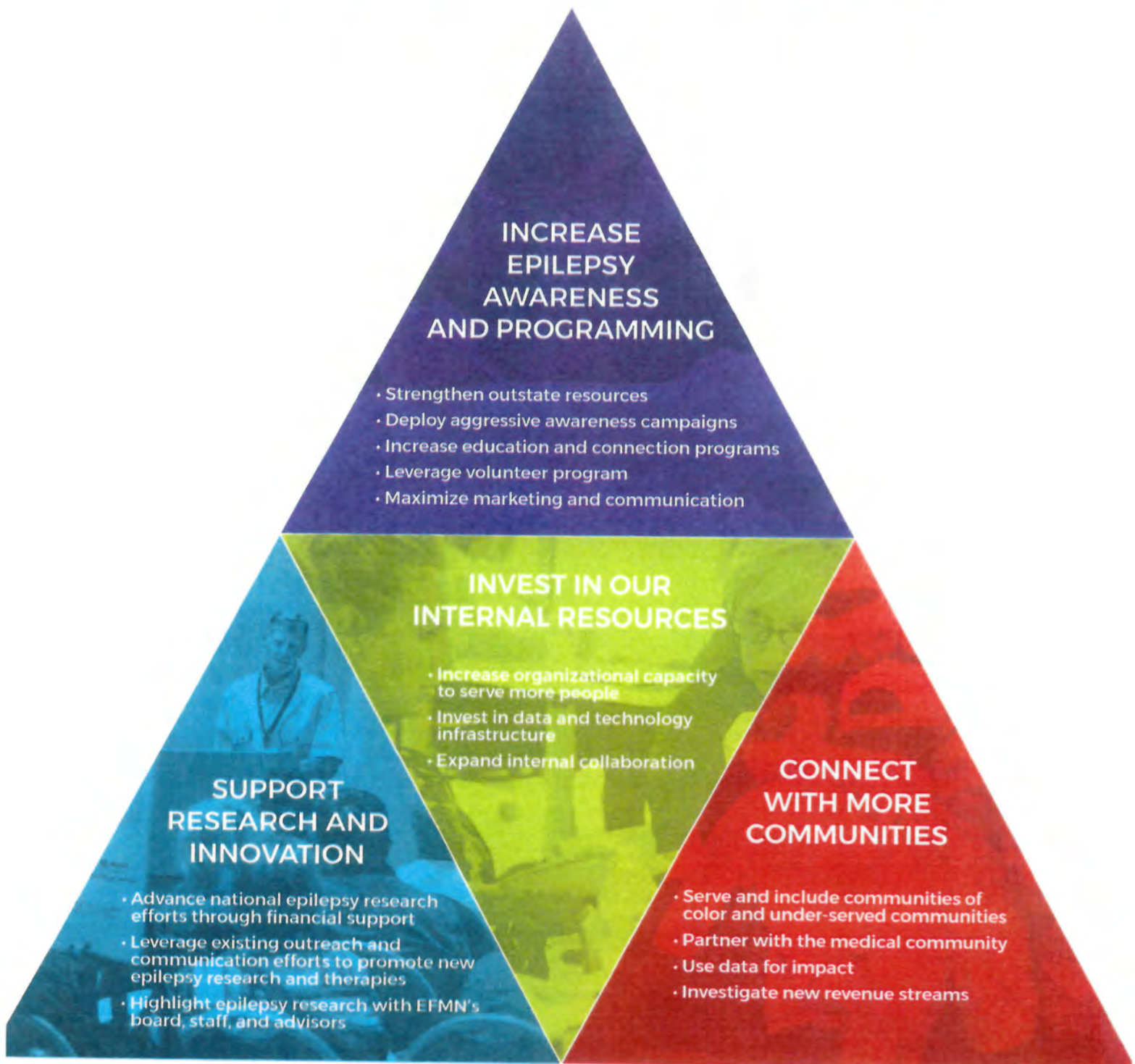
-Epilepsy Community Member

EPILEPSY
FOUNDATION

TRACK THREE:
ADULTS WITH EPILEPSY

VNS Therapy[®]
patient & caregiver
perspectives

RISE BEYOND

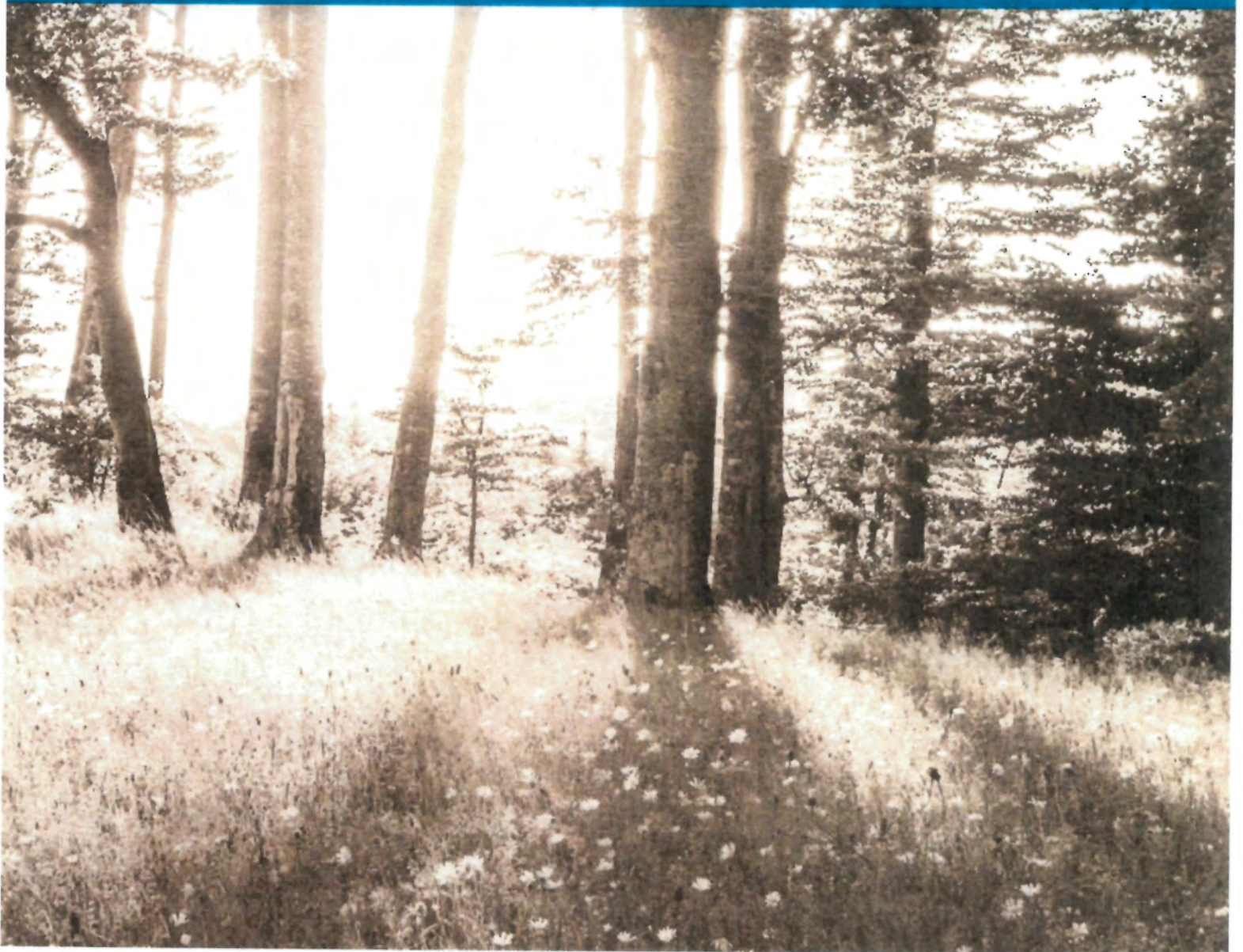


Our charge is clear; our responsibility is notable. EFMN will embrace our strong foundation and **rise beyond** as we create the future.



Land of the Dancing Sky
Area Agency on
AGING

Strategic Plan | 2018-2021



A Letter from the Directors

The community we serve is made up of a unique and resilient group of older adults, caregivers, persons with disabilities and home- and community-based providers in 21 counties throughout Northwest and West Central Minnesota.

We believe that all older adults and caregivers are vital to the quality of place in each of our rural communities. While vital, our aging population must adapt to an ever-changing world while facing challenging economic barriers. Because of this, we recognize how important it is for older adults to have access to services regardless of where they live and for each of us to be empowered to live and age healthier, no matter our age.

Delivering services in our region, which makes up 28% of Minnesota's land mass and has a low population density, can be challenging. Innovation in our communities and collaboration with key partners is essential to the future of our aging community.

With this in mind, the Land of the Dancing Sky (LDSAAA) is proud to present our 2018-2021 strategic plan. The strategic plan represents a collective vision and roadmap for identifying needs and prioritizing services that encourage rural older adults and communities to thrive. The plan was created with extensive input and teamwork from both the LDSAAA and the NWRDC staff and received strong support from the respective boards of those groups. Our strategic planning process was developed by the Minneapolis-based Aurora Consulting and included a two-day retreat with all LDSAAA staff represented. Together we built a collective vision, goals, and strategies for our region.

We look forward to the future of aging services as we address the barriers between where we are and where we want to be. In the next 3 years we will work towards increasing our capacity and achieving a broader public awareness of our services. We resolve to strengthen and develop creative partnerships providing comprehensive services to older adults. We are committed to diligently working to instill the values of dignity, service and collaboration while partnering with our communities and patrons.

In our region, we envision vibrant communities invested in their elders. We envision older adults and caregivers planning for the future. We envision that together, our communities and older adults thrive.

Sincerely,

Darla Waldner
Director, LDSAAA

Cam Fanfulik
Executive Director, NWRDC

Our Mission

Dancing Sky works with rural communities to help older adults stay in control of their choices.

Our Vision

Together, older adults and communities thrive.

Theory of Change

At Dancing Sky, our vision for the people of Minnesota is simple: Together, our older adults and communities thrive. When older adults thrive, their communities benefit, and thriving communities benefit older adults. We believe that both the individual and the community have an important role.

With individuals, we are working to increase knowledge, access, and acceptance of services for older adults and caregivers. When people know about the services available, have access regardless of where they live, and are welcoming of them, older adults and communities thrive.

With our communities, we are working to instill the values of dignity, service, and collaboration. When the community values older adults and caregivers, addresses their needs through comprehensive services, and works together to provide better service, older adults and communities thrive.

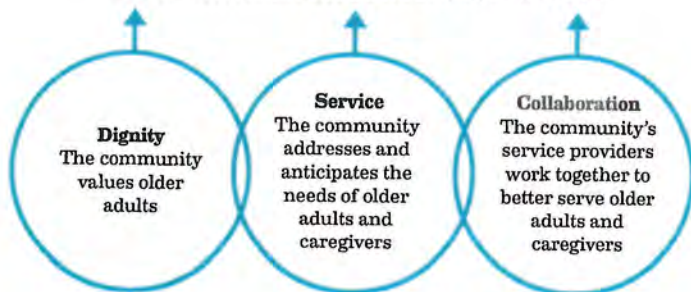
Together, older adults and communities thrive

Independence

Older adults control their choices and services

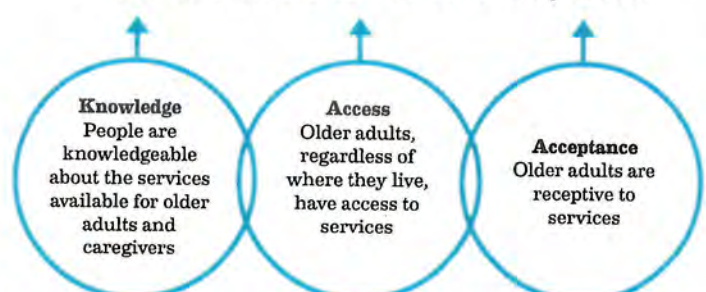
Our Community Responsibility

Communities embrace older adults



Our Individual Responsibility

Older adults use the services they need





Strategic Direction One

Improve Internal Systems

Streamline work management systems.

Bridge internal information.

Pay attention to staff wellbeing.





Strategic Direction Two

Develop Our Relationship with Communities

Identify strengths and gaps.

Engage stakeholders in collaboration.



Strategic Direction Three

Expand Outreach

Build community toolkit.

Develop marketing capacity.

Create positive aging campaign.





Strategic Planning Team

LDSAAA Staff

The LDSAAA staff created this strategic plan together in a series of retreats.

Darla Waldner

Beth Budziszewski

Danica Robson

Judi Weiss

Kate Storhaug

Amy Dallmann

Connie Troska

Carol Bye

Nancy Sandahl-Finstrom

Debbie Eiler

Heather Pender

Dana Kloeppner

Shelly Peters

Val Mattison

Kaela Wiskow

Helen Phalen

Carol Sorensen

Kathy Dahl

Melissa Hoeft

Jennifer Hedrick

Lyn Pankratz

Terry Erickson

Marlene Dahlquist

Kelly Pahlen

Cam Fanfulik

Facilitation

Aurora Consulting



Strategy to Action proposal

Success is Never a Solo Act

CO2 Partners, LLC

Five Phases of Strategic Planning

Project Objective

Work with Quad Cities Community Television to develop operating values, vision, mission if they are not being supported based on stress tests done via surveys. Then to continue the planning effort with the QCTV leadership team to develop the organization's objectives, strategies and actions to complete the Strategy to Action™ Plan, a one-page Strategic Plan that drives growth, is compelling yet realistic and can immediately be implemented to a monthly action process.

Goal: We will deliver

- A compelling vision that aligns QCTV stakeholders
- Full participation of stakeholders
- A plan that is straight forward to execute
- Measurable outcomes by month (balance scorecard)
- Completion from start to finish in five weeks

Strategy to Action™ Plan: Overview

Organizations like to plan for predictable growth, and yet most organizations don't grow or shrink in predictable ways. Because growth is unpredictable, it's unwise to bank on a certain set of assumptions. We will explore possible outcomes, barriers, and opportunities during our time together, and pre-decide how to act should key assumptions come to pass. But we'll know how to act—no matter what the future holds—if the organization is in alignment. When we all know what we are trying to achieve and how we want to achieve it, decision-making for individuals and the organization becomes clearer and easier.

During strategic planning, we will create a **one-page document** that contains the company's operating values, vision, mission, key discipline, objectives, strategies, and actions. It's important that we agree and align on these items, and

that they not be vague, emotionless, inaccurate, or unattainable. The values will be limited to no more than four, so that employees will know what is special about where they work. The vision statement will be succinct and clear. The mission statement will be no more than eight words and will be memorable. There will be not more than eight objectives, strategies, and actions for the company, and there will be no more than two actions in any one-quarter. Those are the top-end ranges for each of these items. Concision and accuracy are critical when building alignment. As employees you must always know what you are trying to achieve and how. The easier it is for you and your co-workers to remember, the more likely it will be observed and communicated to others.

This process is completed over five phases and typically takes five days. Most employees will be invited for the first two days of planning where we will work on values, vision, and mission. The senior management team will work the following three days on crafting the objectives, operating strategies, and actions for the organization.

Strategy to Action™ Plan: Technology Partners

CO2 Partners has developed three strong strategic partners in our planning process, Groupmind Express and Turning Technologies. Each of these technology partners gives us a distinct advantage over the traditional strategic planning consulting firm.

Groupmind Express

Groupmind Express allows us to leverage the collective intelligence of your internal and external stakeholders for your strategic planning process.

Groupmind is a flexible set of integrated web-based collaboration tools that support planning and change across functional and geographic boundaries and provides tangible reports. This special set of expert tools supports facilitation of meetings both asynchronous and synchronous, surveys, planning sessions, 360 assessments, change management processes, and learning engagements.

Turning Technologies

Turning Technologies helps eliminate social conformity, cuts quickly through hierarchical bias, and engages teams faster in difficult conversations and in soliciting community input. With Turning Technologies, we can track individual participant's responses or make them anonymous. In small groups, we gain greater participation by hearing more from the reserved participants while quieting those who may be over-advocating. Turning Technologies' tools provide instant feedback from the group, so we can move off subjects that are already understood and capture the real-time interest of the group as a whole going forward (rather than focus on the issues preferred by vocal outliers). In addition, TurningPoint's Ranking Wizard allows people to stack competing priorities and then see the power of the weighting amongst the priorities. The Ranking Wizard incorporates enhanced decision-making capabilities, allowing CO2 Partners to easily create "lists" of items, issues, priorities, or goals, and rank them against specific "criteria" supporting either static scale or paired comparison.



Discovering

Phase One: Discovering

The Discovering Phase involves gathering internal and external data, using detailed surveys, which are taken prior to strategic-planning meetings. The more data gathered about your environment and from all your stakeholders, the better your strategic plan will be. Our experience has shown that time spent in the Discovering Phase greatly increases the speed of the plan's execution, allowing you ultimately to get to your vision faster. Employees will appreciate the opportunity to contribute in a meaningful way, and they'll feel a greater investment in the organization going forward. Based on a national survey we conducted, 33% of bosses rarely or never ask for their subordinates' advice. These leaders miss out on a lot of ideas, and they often struggle with alignment and employee buy-in. Our Strategy to Action plan is designed to engage and align the entire organization.

Our strategy to Action process is slower because we involve many of your stakeholders. And it elevates the level of ownership and commitment.

Internally, examine culture, leadership, process, and people, as well as the value proposition you offer to customers. At CO2 Partners, we use a variety of surveys and tools to gather this critical information from employees, customers, vendors, and other key stakeholders. Specifically, all employees will be surveyed on the following six items:

TBD DATE - sent to all employees

- **Slideshow Overview of Strategy to Action Planning** - 3 minutes
- **Values Stress Test** - 26 minutes
- **Vision Survey** - 11 minutes
- **Mission Survey** - 13 minutes
- **Team Effectiveness Survey** - 20 minutes
- **Internal Analysis Survey** - 12 minutes

TBD DATE - sent to all Senior Leadership Team will be surveyed on the following four items:

- **Ideate about your operating environment** (15 Minutes)
- **Value Creation Questions** (10 Minutes)
- **Learn a model Objective Setting Power Point** (5 Minutes)
- **Choose your organization's top objectives** (15 Minutes)

These will be sent to you through a system called GroupMind, provided by CO2 Partners. During the work with the leadership team they will each need a laptop or tablet to collaborate.



Envisioning

Phase Two: Envisioning

In this phase, we will be determining the organization's values, vision, mission, and value discipline. Most employees will be invited for the first day of planning where these foundational pieces are hammered out, revised, or affirmed.

Values

Values are the software of the soul. They aren't permanent, and yet they don't change all that much over the course of our lives. They are coded in us, prompting us to act in certain, consistent ways. Our value systems and individual beliefs are learned. From the moment we're able to process thoughts and language, we take cues from other people and our environment. Organizations have values that strongly impact the culture and behavior. In healthy and aligned organizations, the stated values and operating values are one and the same.

Vision

Vision is a measurable direction of where you are going. The destination must be crystal clear, not soft and mushy. If your vision was to climb to the top of Everest, you would certainly know where you were going, when you arrived, and have photographic proof when you got back. If you can't do this with your vision, it is likely not clear enough or it may be your mission and not your vision.

Mission

The mission statement is your statement of purpose. It describes why you exist as an organization. It both tells what you exist to do and what you will not do. It provides the organization a way to stay focused on your core competencies and prevents you from being distracted by opportunities that do not fit your purpose. The mission statement does not describe the methods you use to accomplish your vision; it describes why you exist to accomplish the vision.

Value Discipline

According to Fred Wiersema and Michael Treacy in [*The Discipline of Market Leaders: Choose Your Customers, Narrow Your Focus, Dominate Your Market*](#), there are three different types of "value disciplines" that successful companies

can adopt to command leadership in their markets. We will decide which one is right for you, based upon your products and services, and your culture.



Targeting

Phase Three: Targeting

In this phase, we will choose the objectives that must be hit to accomplish the organization's vision.

Objectives

Objectives are targets that if hit consistently over time will lead you to your vision (which should be measureable) and fulfill your mission, while also adhering to your values. Many leaders have been beaten over the head by financial owners (like venture capitalists, equity funds, or hedge funds) to believe that both the vision and all objectives should be financial. The organization's financial numbers, however, are not inspiring to most employees or customers. Customers don't buy your product or service in order for you to meet your numbers. At CO2 Partners, we believe that what gets measured gets done...provided those measurements are compelling, achievable, and understandable to the stakeholders. Our five-step process, using Treacy and Wiersema's Value Discipline Model as well as the Balanced Scorecard, will help you set clear, achievable, and compelling objectives.



Strategizing

Phase Four: Strategizing

In this phase, we will choose the strategies and actions necessary to meet the organization's objectives.

Strategies

Strategies are the qualitative expressions of how you intend to meet your vision, mission, and objectives. Strategies:

- Are doing new things or doing existing things in new and better ways.
- Take advantage of both internal and external environments.

- Steer the organization's processes, resources, partners, activities in directions that give competitive advantage.
- Use concrete sensory language (describes things you can see, hear, smell, taste, or feel) so there's no room for misunderstanding.
- Do not use abstract language referring to concepts or vague ideas like: sustainable, innovative, reliable, leadership, quality, effective, leverage, efficient, resilient, optimized, world class, responsive, etc...

Actions

If people are not prepared to be held accountable for what they do, it is unlikely they will achieve much. To choose a goal without being prepared to be accountable for progress towards it is to choose nothing.” – David H. Maister

Actions are those measurable movements that must happen to accomplish strategies and, thereby, fulfill objectives. Action-setting is a way of capturing on paper and in your mind the gap that exists from your current state to your future desired state (objective). Individuals must be responsible for some actions, and together they work to accomplish organizational actions. At CO2, we create SMARTER-based actions that are clear and well-defined.



Operationalizing

Phase Five: Operationalizing

In the Operationalizing Phase, we implement a systematic means to monitor, measure, and execute the Strategy to Action Plan. In particular, we provide a recommendation to a Results Management System and a successful process for keeping the strategic plan alive and relevant throughout the year.

Results Management System

The largest failure of most plans is not the plan itself, but the way it is implemented. The keys to successful implementation are measurability, visibility, coordination, and accountability. For many, measurability is the biggest struggle. Their systems for measuring are either too simple and can't handle the complexity of planning and tracking, or their systems are too complex and difficult for staff to learn.

On-going Strategic Planning Meetings

Many companies are very good at executing operational meetings but fall down on both facilitating and conducting on-going strategic meetings. As a result, these companies veer off course from the strategic plan they spent so much time and money creating. To maximize the return on investment, we have developed a

monthly and quarterly meeting process to keep the company on course. The monthly meetings last for two hours and provide guidance regarding how to assess the results of strategies, objectives, and actions in the Strategy to Action Plan. The quarterly meetings are designed to adjust or introduce alternative plans if necessary. Time permitting, we also provide team-building and executive development during the quarterly meetings. If this is of interest we can discuss the cost after planning is completed.

Service Breakdown:

- 3 Days of Strategic Planning Meeting (1 Day with 18 and 2 days with 10)
- ½ Day set up
- Technology and Surveying Process
- Internal Office Support with CO2 and Quad Cities Admin

Location: CO2 Offices
Dates: TBD

Service Breakdown: \$24,000

often tries to placate everyone by saying that the details will sort themselves out. But they are likely putting in the maximum hours a week they want to work, and everyone else may be as well.

If leaders decide not to prioritize the new urgent item against the organization's strategic plan, then some previous priorities may not get the attention they deserve. When given too many priorities, people often stall out and fail to do any well. The result: few if any objectives, goals, and visions get achieved on time, if at all.

Once under way, a project can fly under the radar or be difficult to terminate. People are emotionally or financially attached to its pursuit and completion, and the decision to terminate it will rarely feel as pressing or important as the need to start something else. The project's datedness or obsolescence may escape notice entirely—simply because it's been on the books for so long. Do you know when Congress finally repealed the federal telecommunications excise tax, a tax first enacted to help pay to finance the Spanish-American War of 1898? June 1, 2006! Adjusted for inflation, the cost of the war amounted to \$6 billion. The total amount collected was estimated at \$300 billion. This is a perfect example of how deciding what not to do can be as important as deciding what to do.

Ask: Under what scenario would this solution fail or pose excessive risk to the organization? And under what scenario would a dramatic opportunity arise?

Let's assume you've directed decision making down the organizational hierarchy, asked questions that helped your coworkers be mindful of the organization's mission, vision, and values, involved enough of the right people so that the team will get behind the decision, made sure that it's the optimal use of your resources, and settled on what not to do, to make room for this new project. You're almost done! There are only two more questions to ask: Under what scenario would this solution fail or pose excessive risk to the organization? And under what scenario would a dramatic opportunity arise? These questions will help you avoid calamity and possibly achieve stratospheric success.

Ask, Don't Tell

Even after you've distributed decision making down the organization and done your best to act as a resource, the possibility of self-sabotage still exists. If you truly don't want to do your coworkers' work and are committed to building accountable employees, don't tell them what you would do or would have done in their place—not even after the decision has been successfully implemented. Your opinion matters too much. It will feel like a judgment, even if you don't intend it that way. If the outcome is positive, they will feel the need to share credit with you. If the outcome is negative, they will want you to share the blame. Under no circumstances should you tell them what you would have done in their place! Just Ask!



Gary B. Cohen is an executive coach and consultant, partner, and co-founder of C02 Partners. Cohen is author of the new book, "Just Ask

Leadership: Why Great Managers Always Ask the Right Questions." As president and co-founder of ACI Telecentrics, Inc., Cohen grew the company from 2 to 2,200 employees and reached \$32 million in sales at the company's peak. Visit www.justaskleadership.com for more information and a free leadership-style assessment.

STRENGTHEN DECISION MAKING BY ASKING THE RIGHT QUESTIONS

Gary B. Cohen

If you're like many leaders, you might as well put a revolving door in your office and plug that Blue-ribbon headset into your ear permanently. You're needed to make or approve decisions all day long. Every aspect of organizational life has more and more choices and requires greater and greater expertise to make qualified decisions. It is, in a word, overwhelming. Leaders of the past, like Thomas Jefferson, seemed to give so much thought and deliberation to each decision. Of course they did! They had far less information to sort through and far fewer choices to make. A person in the 18th century had the equivalent information in a lifetime as can be found in one week of the *New York Times* today.

Lighten the Load

Many leaders believe it is incumbent on them to make any and every decision they can. Here's the problem: Before long, nobody will make a decision without the

leader's approval. Why should they, since the leader might pull rank? As a result, the decision-making process becomes tedious, inefficient, and often ineffective. And morale dips. The best and brightest people on all levels of the organization get frustrated since they aren't being trusted to do challenging and important work. These people know that, in most cases, they are more informed about their jobs than their leader ever could be. But they aren't given the opportunity to take risks, learn from failures, and receive full credit for successes.

Ask: Whose decision is it?

Some leaders and organizations stall because they get overwhelmed; others simply handle it like one would handle drinking from a fire hose. Thankfully, there is a better way: Just Ask leadership. To combat the speed of change and cascade of information, you must direct decisions to the appropriate party. First ask, "Whose decision is it?" and let job descriptions dictate who

The art of leading is not the art of doing.

should decide. Then ask supportive, open-ended questions that empower and motivate the decision maker. Many who write about the decision-making process—both academics and practitioners—seem to miss this critical first step: establishing the appropriate decision maker. If leaders have a crazy full appointment book, an unmanageable load of e-mail to read let alone respond to, or a voice mailbox that fills regularly, it's a sign that they have not asked "Whose decision is it?" enough. If you find yourself in a similarly swamped position, you're likely doing too much of your coworkers' work and too little of your own.

The art of leading is not the art of doing. Leaders ought to delegate and support more than process and decide. They ought to ask more than tell.

Exceptional leaders move the decision down to the lowest hierarchical position possible. Decisions are made by people most familiar with the situation. This process doesn't require multiple sign-offs, so it's efficient. And it builds accountability because the decision makers have to live with the repercussions of their decisions. They are given the opportunity, in other words, to prove they're trustworthy.

Let's take a look at what happens when decisions are moved up, rather than down, the organizational hierarchy: Apple's service model of having technicians (or "geniuses") interact directly with customers was revolutionary for a retail service model. Customers appreciated the chance to speak with technicians face to face. As the demand for Apple computers and geniuses grew, however, Apple shifted some of the decision making away from the geniuses to the national customer service center. It's a well-worn path for fast-growing orga-

nizations: stepping away from independent decision making in favor of a hierarchical set of standardized rules. In the process, though, the value proposition for customers is diminished. How many of us enjoy calling a national 800 number because a local sales manager is unauthorized to satisfy our request? It's even worse when we know that the sales manager is capable of answering the question!

True, Apple can be assured of a consistent level of service—but it's now mediocre service rather than genius service. And how do you think that makes retail store workers feel? Would it make you want to excel if decision making and accountability had been pulled from you?

Ask: What's the best overall outcome?

The focus of decision making should not be on getting the best solution. Leaders have a really difficult time accepting this point. If everyone was like them, with their wisdom and vision, leaders might be right to seek the best solution. But not everyone sees things the way they do.

The focus of decision making should be on the best overall outcome—a worthy-enough solution, in other words, that the team can get behind. For the team to get behind a solution, they need to be part of its creation. When they have that ownership investment, the implementation of the solution is bound to be quicker than that of a solution that's been foisted upon them. Too often leaders fail to take the relationship between *employee investment and execution* into account.

Decision makers have to live with the repercussions of their decisions.

Ask: How does this relate to our vision and mission?

While it's important for leaders to cater to their coworkers' desire for autonomy and decision-making power, they must be mindful of the organization's needs as well. How can leaders rest assured that they won't be overrun by independent-minded coworkers, especially as the organization and its concerns grow and become increasingly complex? The United Way has grown to a network of more than 4,000 local organizations in 46 countries; the Red Cross has more than 720 chapters with more than 34,000 employees and 700,000-plus volunteers who prepare for disasters and assist millions of people. These organizations are so big and serve so many that leaders must frequently remind their coworkers of their importance and relation to organization as a whole. They do so by frequently asking questions like: *How does this relate to our broader vision and mission?*

Ask: How does this align with our core operating values?

It's as important to know what you stand for as it is to know where you're going. Values are among the greatest ways to accendate decision making. Many decisions stall because values are out of alignment—or have never been agreed upon. If everyone agrees on three or four core values in advance (and without the pressure of a contentious issue to resolve), solutions that work in concert with these values naturally elevate above ones that don't. Leaders should frequently ask, "How do these align with our core operating values?" Once these values have been internalized by everyone, decision making will become easier and less contentious.

Ask: Where else could we allocate these resources?

Leaders ought to use questions to inspire and empower their coworkers, and also to remind them of context and consequences—both personal and organizational. Sometimes leaders themselves need to be reminded.

I learned recently of a mid-sized health care organization that operated out of a 10-year-old building with leaky windows. The builder offered to cover repairs, but refused to do so again if the problem recurred. After investigating coverage alternatives, the health care

Values accelerate decision making.

organization's board was prepared to hire an engineering firm for \$280,000—and hold the firm accountable if the windows leaked again. At the board meeting, one member asked, "Where else might the organization use this money?" The question was dismissed because the issue at hand was *how* to resolve the coverage problem, not *if*. Later, when discussing the organization's \$3 million negative cash flow, nobody mentioned the \$280,000 as a potential resource.

Leaders' failure to see the whole, rather than just the parts, can be their and the organization's undoing. Will an organization's operations unit say, "We should hold off on completing this project in favor of hiring an additional person in development because the organization is behind on its development fund"? Not very often, unless the leadership and decision-making processes are strong. Not unless "Where else could we allocate these resources?" becomes a common refrain.

Ask: What are we not going to do?

This question doesn't get asked nearly enough. Even if it is asked, according to a former senior VP of a national frozen food company, "no one waits for the answer." The time when it's most important to ask this question—when an unexpected need has arisen requiring resources unaccounted for in the strategic plan—is exactly when people are most afraid to ask it. And because the new need may be urgent, it's hard to shift the focus to cost-cutting. At best, there might be a discussion of how to obtain more resources in the future.

Funding is only one of the problems. Who has the time to attend to the new, urgent issue? The leadership team

JHPool Consulting
9633 Wyoming Circle
Bloomington, MN 55438
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www.jhpoolconsulting.com

March 12, 2018

Karen George
Executive Director
QCTV
12254 Ensign Ave N
Champlin, MN 55316

Subject: 2018 Strategic Planning Proposal

Dear Karen,

It was a pleasure to meet with you on Tuesday, March 6 to discuss Quad Cities Community Television's (QCTV) desire to update its strategic plan. Thank you for the opportunity to propose strategic planning services. JHPool Consulting recognizes the importance of this effort to ensure QCTV is able to meet the local programming requirements of its constituents.

This proposal outlines JHPool Consulting's approach tailored to QCTV, who desires to utilize Balanced Scorecard.

This document includes:

- Project Background and Understanding
- Project Approach
- Project Staffing
- Project Schedule & Estimates
- Project Fees, Terms and Conditions

JHPool Consulting remains flexible in finalizing project deliverables and approach to meet the specific needs of QCTV.

I look forward to initiating the strategic planning process. In the meantime, if you have any questions, please feel free to give me a call at 952-484-2037 or contact me at janet.pool@jhpoolconsulting.com

Sincerely,

Janet H. Pool
Principal
JHPool Consulting

Project Background and Understanding

QCTV is a consortium of north metro cities comprised of Andover, Anoka, Champlin and Ramsey. As a Joint Powers Commission, QCTV provides television programming for each of the four cities covering information on city meetings, local sports, and community activities.

The Joint Powers Commission is comprised of two representatives from each city (one elected official and one staff person). The Joint Powers Commission provides the necessary funding for the operating expenses of QCTV. In addition, they provide overall direction to the organization.

QCTV is able to broadcast programs on cable through a contractual agreement with Comcast.

QCTV's last strategic plan was completed in 2014 to cover the years of 2014 – 2017. This was a time of transition for the organization. The organization used this plan to improve its financial position, restructure the organization, and build in best practices.

QCTV would like its next strategic plan to respond to market-place changes in coverage of local communities and focus on growth.

Project Approach

JHPool Consulting envisions a partnership in which JHPool Consulting will facilitate the process and defined deliverables while QCTV makes strategic decisions.

Conduct External Situational Assessment

Through market research, interviews and surveys, analyze opportunities by evaluating external forces and trends. Work with a variety of stakeholders including competitors/comparitives, residents, and city officials and staff to evaluate opportunities.

QCTV has used surveying, interviews and market research in the past. JHPool Consulting will leverage these same tools with the intent to capture current information but to also provide comparative analysis from previous assessments.

QCTV had identified its customer segments as follows:

- Subscribers
- Elected Officials from Member Cities
- Staff of Member Cities
- Residents of Member Cities
- Franchisee
- Local Businesses
- Civic Groups
- Other Government Entities
- Legislators
- PEG Producers

Establish Strategic Goals and Objectives

Prioritize and develop short- and long-term strategies to meet the needs for the community. Balanced Scorecard will be leveraged to establish strategic goals and objectives for Finance, Customers, Operations and People.

Develop the Implementation Plan (Optional)

The goal is to develop a workable plan for implementation. The plan's focus is to outline practical tools to make immediate progress towards the strategic goals. In addition, a Transition Plan is developed. This includes

- ✓ effective promotion and communication of strategies for internal and external constituencies
- ✓ consideration for temporary or permanent organizational changes
- ✓ consideration for performance enhancements to support the goals and objectives of the plan

JHPool Consulting understands that this can be completed internally, if desired.

Conduct Financial Analysis (Optional)

Review and update the organization's short-term and long-term budget requirements to incorporate the financial impact of the strategic plan. Transitional costs and permanent budget adjustments are identified to coincide with the plan's recommendations.

JHPool Consulting understands that this can be completed internally, if desired.

Implementation (Not in Scope)

While the scope of this effort does not include implementation. JHPool Consulting is prepared to help achieve goals by assisting QCTV throughout the implementation phase.

Phase	Key Task	Key Deliverables
Project Initiation	<ul style="list-style-type: none"> Project Initiation <ul style="list-style-type: none"> Clarify Roles; Identify and Engage Resources <ul style="list-style-type: none"> Role of Core Team Role of Board 	<ul style="list-style-type: none"> Defined Resources
External Situation Assessment	<ul style="list-style-type: none"> External Assessment <ul style="list-style-type: none"> Confirm Scope of External Assessment (Facilitated Session) <ul style="list-style-type: none"> Topics to covered Approaches of gathering information (surveys/Face-to-Face Interviews/Focus groups, research) <ul style="list-style-type: none"> Identification of participants in External Assessment Conduct Residents Survey Conduct face-to-face interviews Identify external impacts (social, political, economic, demographic, technological) Evaluate competitive/comparable organizations to assess new approaches. Write External Assessment Report 	<ul style="list-style-type: none"> External Assessment <ul style="list-style-type: none"> Community Demand Competitor/Comparable Analysis External Impacts External Assessment Report
Core Team /Board Review & Approval		
Establish Strategic Goals and Objectives	<ul style="list-style-type: none"> Outline strategic directions Outline specific goals and objectives 	<ul style="list-style-type: none"> Strategic Directions Strategic Goals and Objectives
Write Final Report	<ul style="list-style-type: none"> Complete Strategic Plan written report Write Executive Summary Present final results and obtain approval from Board of Directors 	<ul style="list-style-type: none"> Final Written Reports
Board Review & Approval		
Develop Implementation Plan (Optional)	<ul style="list-style-type: none"> Develop transitional and long-range implementation plan Develop communication plan Evaluate organizational changes 	<ul style="list-style-type: none"> Implementation Plan
Conduct Financial Analysis (Optional)	<ul style="list-style-type: none"> Develop a three year budget to support the proposed implementation 	<ul style="list-style-type: none"> Revised Budget
Board Review & Approval		

Assumptions:

1. The scope of this project assumes that an internal assessment (e.g. a review of specific programs and services) will not be in scope.
2. This project will leverage the following works previously completed by QCTV:
 - QCTV Strategic Plan 2017, developed in January 2014
 - Previously developed interview questions
 - Previously developed surveys
 - QCTV may or may not also leverage an external assessment completed by an outside agency on residential viewing desires and programming satisfaction.
3. A core project team will be established and comprised of a combination of Staff and Board members. It is anticipated that the core team will be approximately 16-20 resources. Resources with the following experience will be beneficial to the project:
 - Deep understanding of QCTV operations
 - Ability and willingness to participate in facilitated sessions and participate in the analysis of external data to make clear decisions and set direction.
 - Ability to think strategically to drive out strategic goals and objectives
4. QCTV's core team will be responsible for, but not limited to, the following activities:
 - Participate in all facilitated sessions
 - Review the findings of the external assessment
 - Formulate strategic goals and objectives
 - Participate in discussions/presentations of project progress throughout the planning effort
 - Develop and approve recommendations
5. The project plan assumes JHPool Consulting will guide, facilitate and assist throughout the project. QCTV is responsible for all final decisions regarding future direction for the organization.
6. The plan assumes the actual data gathering and research will be conducted by JHPool Consulting's principal consultant. If desired, JHPool Consulting will leverage internal staff and/or graduate-level intern(s) to assist in this effort.
7. The plan estimate assumes that QCTV will have the necessary contact data (addresses, email address) for the appropriate constituents who will receive surveys and will be able to distribute those surveys accordingly.
8. JHPool Consulting will work with QCTV through the identification of strategic goals and objectives. To ensure that QCTV is prepared to move directly in implementation, JHPool can also work with QCTV in developing its implementation plan and budget. These have been estimated as optional services for QCTV. The core team should be prepared to participate in these phases of the plan to help formulate the implementation plan and assist with the development of a budget.
9. It is assumed the core team will meet for approximately four hours each week for the duration of the project. It is assumed that JHPool Consulting will document the results of all sessions. Should QCTV desire, QCTV can provide the necessary resources to document the session results and the project estimates will be adjusted accordingly.

Project Staffing

Project Staffing

JHPool Consulting builds a partnership with QCTV by providing you with the talents and resources necessary to meet your objectives.

JHPool Consulting was founded in 2001 with an emphasis in the non-profit sector. Janet Pool, Principal of JHPool Consulting has over twenty-five years of diverse business experience with proven ability to enhance business performance through strategic business alignment. Prior to the incorporation of JHPool Consulting, Janet held positions as Vice President and Sr. Director for eight years at Metamor Industry Solutions (formerly GE Capital Consulting), responsible for leading the Business Management Consulting Group to double-digit growth year over year. Prior to that, Janet held management positions at Northwest Airlines, Target and Cargill. Experienced in strategic and tactical business planning, performance improvement, and facilitation she has successfully guided organizations to improved decision making, increased revenue and decreased costs. Janet holds a BS from Minnesota State University, Mankato, MN, a Mini-MBA Certificate in Non-Profit Management from St. Thomas University, Minneapolis, MN and a MBA from the University of Minnesota, Carlson School of Management. Janet also holds certificates in Balanced Scorecard from St. Thomas University and in Change Management from Prosci.

Project Schedule and Estimate

QCTV

March 2018	JHPOOL Cnstg Estimated Hours		May	June	July	Aug	Sept	Oct	Nov	Dec
Project Initiation										
Refine Scope of Project	2									
Clarify Roles; Identify and Engage Resources	2									
Prepare for Project Kick Off	4									
Project Orientation (staff, project team, board)	4									
External Situational Assessment										
Establish framework for conducting external assessment	8	Facilitated Session								
Paper Surveys										
Set up surveys	6									
Distribute and collect survey	0	QCTV								
Assess paper survey results	24									
Electronic Surveys										
Set up surveys	6									
Distribute and collect survey	0	QCTV								
Assess paper survey results	24									
Interviews										
Schedule interviews	0	QCTV								
Conduct Interviews (Assumes 15 interviews)	30									
Summarize Interviews and Assess Results	32									
Identify external impacts (social, political, economic, demographic)	16									
Assess competitive/comparable organizations to assess new approaches	16									
Write External Assessment Report	28									
Conduct review of external assessment findings with project team/Board	8	Facilitated Session								
Establish Strategic Goals and Objections										
Outline Strategic Directions	12	Facilitated Sessions								
Outline Strategic Goals and Objectives	24	Facilitated Sessions								
Develop Final Report & Presentation										
Write Strategic Plan Report	32									
Write Executive Summary	12									
Present Results and Obtain Approval from Board of Directors	8	Facilitated Session								
Project Management	30									
Total Estimated Hours	328									
Estimated Project Fees	\$36,080									

QCTV - Optional Phases

March 2018	JHPOOL Cnsltg Estimated Hours		Nov	Dec	2019 Jan	Feb	March
Develop Strategies and Tactics for Each Goal / Implementation Plan							
Identify tasks to be completed to achieve goals and objectives	56	Facilitated Sessions					
Identify responsible parties	4						
Identify completion dates	4						
Finalize rollout / implementation plan	4						
Conduct Financial Analysis							
Evaluate resources required for strategies and tactics	8						
Outline required budget increases/decreases to support strategies and tactics	8						
Present Results (Agency, Board)	8						
Project Management	9						
Total Estimated Hours	101						
Estimated Project Fees	\$11,110						

Project Fees, Terms and Conditions

The estimates identified above are best estimates based on the information shared to date. For this project initiative, a professional fee of \$110.00 / hour will be assessed on a time and material basis.

Estimated JHPool Consulting Fees for this effort are:	\$36,080
Estimated Optional Phases for this effort are:	\$11,110

Any changes to scope will be documented through change management. You will be notified of the impact on the schedule and fees if a change in scope occurs. Work towards scope changes will not proceed until approval from QCTV is received. Additionally scoped items will be billed at the same rate identified above.

Out-of-pocket expenses required for the engagement may include the items listed below. Charges will be incorporated into monthly invoices.

- Reimbursement for supplies and materials (e.g. binders, office supplies)
- Use of professional copying services for final deliverables

Where possible, JHPool Consulting will utilize the capabilities and supplies of QCTV.

All fees and expenses will be invoiced on a monthly basis and will be due and payable to JHPool Consulting within thirty (30) calendar days of the date of the invoice.

JHPool Consulting Services

JHPool Consulting is a management consulting firm that assists nonprofits address critical strategic issues. The combined skills and experience of our consultants enable us to address complex projects to meet the agency's mission.

Our Philosophy

Our goal is to improve the mission impact and service delivery of nonprofit agencies. We believe in integrated approaches, best of kind initiatives, creative applications and tangible results to meet the needs of our clients. Working in alliance with our clients, we bring pragmatic solutions, which can be implemented with relative ease and with available resources.

Our Services

We work with nonprofits that are challenged by:

- ⌘ Mission Impact
- ⌘ Organization Capacity
- ⌘ Leadership and Governance
- ⌘ Collaboration, Alliances and Mergers
- ⌘ Performance and Outcomes
- ⌘ Change Management

Our consulting services strengthen organizations by helping them achieve specific goals. Our consulting services include:

Strategic Planning

- ⌘ Strategic Planning
- ⌘ External and Internal Strategic Assessments
- ⌘ Agency-wide Program Evaluations
- ⌘ Business Plans/Business Case Development

Organizational Development

- ⌘ Organization Design
- ⌘ Leadership and Team Development and Coaching
- ⌘ Organization Culture Development
- ⌘ Change Management
- ⌘ Board Governance
- ⌘ Succession Planning

Information Technology Strategic Alignment

- ⌘ Enterprise Systems Planning
- ⌘ Solution Selection and Implementation

Operational Effectiveness & Performance Improvement

- ⌘ Operations Assessment and Improvement Planning
- ⌘ Program Evaluation and Effectiveness
- ⌘ Process Improvement / LEAN
- ⌘ Technology Assessment and Usage
- ⌘ Performance Measurement and Benchmarking

We do this through a variety of techniques including research, design, facilitation, modeling, best practices and project management.

Our Resources

We are a consulting organization of seasoned professionals that bring for-profit and nonprofit experience and expertise to help nonprofit organizations succeed. Each of our consultants has over 25 years of experience that translates to sensitive, insightful and practical solutions.

Strategic Planning

Strategic Planning is a management tool to help agencies achieve the objectives set forth by their mission and vision. Strategic Planning is the means to determine how to best advance an organization's mission while setting realistic goals for the future. It serves to position the agency to play a pivotal role in the community. Done correctly, it is a powerful transformation experience for the organization.

The Strategic Planning process is a process of intentionally choosing a desired future and developing the long-term approach for achieving those specific goals. The process, itself, calls for discipline, requiring a sequence of events to gather and analyze information and then making planful (often times tough) choices.

Services and Approach

Our Strategic Planning process engages internal and external resources to address critical mission issues to produce a usable, implementable plan that becomes reality. By assessing the needs of the community and the strengths of your organization, we are able to define the most viable options based on your current and future capacity.

Our approach is outlined in the following steps.

Establish Strategic Direction – Clarifies the organization's mission, vision and values.

Situational Assessment – Comprised of both an internal and external review, we develop a situational analysis.

- ✦ ***External Needs Evaluation*** - Through market research, interviews and surveys, we analyze the needs of the communities you serve. We work with a variety of stakeholders including clients, funders, competitors, colleagues, policy makers, board members and employees to evaluate needs and trends.
- ✦ ***Internal Program Evaluation*** – A look at your current programs and services provides an opportunity to compare the effectiveness of programs against the discovered needs and trends defined in the external evaluation. Tactical program adjustments and strategic decisions to fill gaps are clearly defined.

Identify Core Competencies & Services – Core competencies are your strengths and our goal is to help you capitalize on them. Our strategy process defines those competencies and services that best align to your strengths.

Establish Strategic Goals and Objectives – We work with you to define both short- and long-term strategies to meet your mission and vision. Our focus is to narrow the challenges facing your agency into manageable components.

Conduct Financial Analysis – Our experience has demonstrated that a review of an organization's short-term and long-term budget requirements often help gauge the impact of the strategic plan. We'll work with you to identify transitional costs and permanent budget adjustments to coincide with the plan's recommendations.

Develop the Implementation Plan – Our goal is to develop a workable plan for implementation. The plan's focus is to provide you with practical tools to make immediate progress towards the revitalized vision for your organization. In addition, we'll develop a Transition Plan. Our experience has proven that agencies who succeed in strategic planning are those who have worked through the transitional activities. This includes

- ✦ effective promotion and communication strategies for internal and external constituencies
- ✦ consideration for temporary or permanent organizational changes
- ✦ consideration for performance enhancements to support the goals and objectives of the plan

Implementation – Our consultants are prepared to help you achieve your goals by assisting you throughout the implementation phase.

Organizational Development

JHPool Consulting works directly with leaders to ensure outcomes are achieved via its human capital through organization design, culture, leadership development and team development.

Services and Approach

Each client has different needs. In order to manage to your particular goals, we leverage an approach that evaluates overall organizational effectiveness, needs for organizational change and agency staff and board development.

Organization Design and Leadership Development

- ✦ Organization Design
- ✦ Leadership Development & Coaching
- ✦ Responsibility and Accountability Design and Instruction
- ✦ Staff Analysis
- ✦ Team Development
- ✦ Communication Planning
- ✦ Interim Leadership
- ✦ Succession Planning

Organization Culture

- ✦ Vision, Values and Culture
- ✦ Organizational Change
- ✦ Change Management
- ✦ Communication Planning
- ✦ Training

Board Governance

- ✦ Board Structure
- ✦ Board Composition, Roles and Responsibilities
- ✦ Board Development
- ✦ Board Performance
- ✦ Board Policies and Procedures
- ✦ Succession

We work with a variety of design tools tailored specifically to your needs in order to effectively complete an assessment with developed recommendations. Our plans are practical, allowing you to implement as much of the changes as you desire while providing you with the opportunity to leverage outside resources where appropriate.

Operational Effectiveness & Performance Improvement

JHPool Consulting seeks to build upon the assets of the agency by strengthening the operational effectiveness of the organization or a particular program. In today's market conditions, with higher demands and fewer dollars, agencies, such as yours, are looking to scale back costs while continuing to provide the most comprehensive services possible. We understand your dilemma!

Day to day operational functions must effectively align with your agency's strategy to ensure customer satisfaction and stakeholder return. Business processes, organizational alignment and business measures ensure your strategies remain focused.

Services and Approach

Using a variety of tools and techniques, we help our clients analyze, assess, and strengthen their current business strategies, functions and initiatives. By integrating the elements critical to the success of your business, such as, strategy, people, process and technology, we help maximize the agency's resources. Our approach is to work with you to make the complex...simple!

Skills and Tools Summary

- | | |
|-------------------------|------------------------------------|
| ✧ Facilitation | ✧ Business Performance Improvement |
| ✧ Project Management | ✧ Process Modeling |
| ✧ Cost/Benefit Analysis | ✧ Balanced Scorecard |
| ✧ Alternative Analysis | ✧ Program Evaluation |

We provide services in the following areas. Depending on your needs, we'll identify the best approach to improve your bottom line.

Operational Assessment and Improvement Planning

Process Improvement / LEAN

- ✧ Evaluate current processes
- ✧ Develops 'future state'
- ✧ Implementation

Technology Assessment and Improvements

Change Management

Facilitation

Training and Coaching

Program Evaluation and Effectiveness

Our program evaluation processes is well defined to conduct assessments for a given program or for cross-organizational effectiveness

- ✧ *Situational Assessment* – Comprised of both an internal and external review, we develop a situational analysis.
- ✧ *Outcomes Evaluation* – Evaluates how well the program meets the reported outcomes of the program
- ✧ *Recommendations for Improvements* – Identifies recommendations for program improvements

Performance Measurements and Benchmarking

Conduct current assessment and determine objectives

Benchmark current practices against industry best practices

Develop cross-organizational measurements

Change Management

JHPool Consulting works directly with leaders to help agencies adjust to and embrace change while strengthening the organization. Our objective is to assist you during times of change, whether they are the results of internal or external forces.

When your organization undertakes initiatives to improve performance, seize opportunities, or address key issues, this often requires changes...changes to organizational structure, changes to job roles, changes to business processes and/or changes to how technology is used within the organization. In short, it changes how your employees do their jobs.

Services and Approach

Using a three-step change management approach, JHPool Consulting ensure both rigor and results.

Define the Change / Prepare for Change

- ✧ Assess Organizational Readiness
- ✧ Define Change Management Strategy
- ✧ Define Risks and Risk Mitigation Plan
- ✧ Develop Communication and Training Strategy
- ✧ Develop Implementation Plan

Manage the Change

- ✧ Coach and Mentor Sponsors, Supervisors and Individuals to Positively Drive Change
- ✧ Execute Communication Strategy
- ✧ Define and Implement Culture and Organizational Alignment Changes
- ✧ Define and Implement Process Flow Changes
- ✧ Define and Implement Job Role Changes
- ✧ Implement Performance Benchmarks
- ✧ Execute Training Strategy
- ✧ Create Quick Wins
- ✧ Manage Resistance

Measure and Sustain Momentum

- ✧ Monitor and Evaluate Change Status
- ✧ Implement Course Correction, as needed
- ✧ Audit Outcomes
- ✧ Maintain Momentum Through Celebration

JHPool Consulting leverages change management tools from both *Kotter's 8 Steps of Change Management* and *Prosci's ADKAR Model* to align the organization. Regardless of the tools used, the approach is customized for your specific needs.

IT Strategic Alignment

Competing in today's increasingly complex business environment requires reliable information based on strategically designed business information systems. An effective strategy which aligns information technology with the firm's operations and strategy will provide the competitive advantage needed for your growth. JHPool Consulting effectively translates business strategy in appropriate information system strategies.

Services and Approach

JHPool Consulting is committed to partnering with you to analyze design and implement superior business solutions for both the short- and long-term by answering questions such as:

- ⌘ How will your information systems strategy align with your business strategy?
- ⌘ What solutions will best meet business objectives?
- ⌘ How will solutions be integrated across the business to support the enterprise?
- ⌘ How will solutions improve corporate performance?
- ⌘ What solutions are most cost-effective for your business?

We provide services in the following areas. Depending on your needs, we'll identify the best approach to improve your bottom line.

Enterprise Systems Planning

- Define a business system architecture supporting the firm's business requirements
- Define business performance improvements
- Identify business system solutions and recommendations

Solution Selection

- Define business requirements
- Evaluate solutions (including build, buy and system integrations)
- Outline sustainable benefits and project cost justifications
- Develop recommendations and implementation plans

JANET H. POOL
Resume
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Bloomington, MN 55438
Janet.pool@jhpoolconsulting.com
952-484-2037

SUMMARY

Experienced executive with successful track record in building and managing consulting practices and providing strategic leadership to organizations in the for-profit and nonprofit sectors. Diverse experience with proven ability to create, build, transform and grow organizations. Especially effective in balancing the needs of a firm's constituents through the development and implementation of tactical and strategic plans, capacity building, organizational alignment and performance management. Has successfully led organizations to improved decision making, increased revenue and decreased costs.

PROFESSIONAL EXPERIENCE

JHPool Consulting, Incorporated, Bloomington, MN

2001 to Present

President of a growing business management consulting firm responsible for directing organizations through positive, enterprise-wide strategic change during growth and transition. Successfully delivers results for changing operational needs through strategic planning and change management. Provides pragmatic solutions for clients, nationally, in various industries including financial, nonprofit and government. Responsible for new business development and ongoing business relationships. Have developed long-term, repeat clients with strong referral base.

PSINet Consulting Solutions, St. Paul, MN

1995 to 2001

(formerly Metamor Industry Solutions and GE Capital Consulting)

Member of senior management team, reporting to the Midwest Region President of a \$2 billion international consultancy. Progressively obtained increased responsibilities during tenure resulting in the management of a Midwest branch office and regional business management consulting practice. Managed a budget of \$7 million and a staff 55 resources.

Vice President – October 2000 to June 2001

Vice President leading consulting operations for Midwest branch office. With full P&L responsibility, managed sales, delivery, finance, operations and HR functions for the Milwaukee, Wisconsin Branch. Successfully returned branch to profitability through increased sales and cost reduction measures.

Sr. Consulting Director – June 1997 to October 2000

Sr. Consulting Director for business management consulting practice. Responsible for development of business plan and service offerings, development of marketing and sales material, opportunity identification, presenting qualifications to prospective clients and ensuring delivery of quality services. Directed double-digit growth, year over year, generating revenue of \$2.8M in 1997 to \$5.5M in 2000.

Sr. Consultant – March 1995 to June 1997

Responsible for client satisfaction through consulting services. Expertise is in strategic planning, business analysis, process improvement, change management, facilitation and project management. Also specializes in information systems management including information systems strategic planning, IT organization assessments, system assessments and vendor / package selections.

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Northwest Airlines, Eagan, MN

1988 to 1995

Manager - April 1992 to March 1995

Manager for international airline responsible for the development, enhancement, and support for Aircraft Hangar and Line Maintenance business applications.

- ✓ Crafted and obtained approval of information systems strategy for Line Maintenance business applications
- ✓ Worked with business units to identify and set priorities and budgets for performance improvement and information system projects. Directed cross-functional resources for the successful implementation of business solutions
- ✓ Responsible for the development and management of a \$1.5 million Information Technology budget and staff of 30 resources

Project Leader - November 1988 to April 1992

Responsible for reviewing business needs, establishing priorities and coordinating system development efforts with business unit. Ensure business requirements, budgets, and project plans are established at onset of project and monitored throughout development process. In addition, provide guidance and training to staff.

Target Stores, Minneapolis, MN

1988

Business Analyst responsible for implementation of company wide electronic data interchange (EDI).

Cargill, Inc., Minnetonka, MN

1983 to 1988

Team leader, business analyst, systems analyst and programmer for business applications in various departments.

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EDUCATION

Masters of Business Administration

December 2006, University of Minnesota Carlson School of Management, Minneapolis, MN

Bachelor of Science, June 1983, Minnesota State University-Mankato, Mankato, MN

Mini-MBA for Nonprofit Management, St. Thomas University, St. Paul, MN

Mini-Masters in Lean, St. Thomas University, St. Paul, MN

PROSCI Certification in Change Management, PROSCI Institute

Continuing Professional Education

Life-long Learner in leadership, management and technical areas including Strategic Planning, Change Management, Facilitation, Balanced Scorecard, Business Performance Improvement, Quality Initiatives (TQM, Six Sigma), APICS certifications, Information Systems Planning, Business Development and Project Management.

COMMUNITY

2010 to Present – Bridging, Volunteer

2016 to Present – Bridging Board member

2016 – Bridging Gala Chair

2017 - Bridging Vice Chair

2003 to Present – Minnesota Council of Nonprofits, Associate Member

2001 to 2007 – Catholic Charities, Volunteer

2004 to 2005 – Hearthstone of Minnesota, Board Member

1997 to 2006 – American Cancer Society, Team Leader and Block Walker, Greater Minneapolis Area, MN

Project Portfolio

Services Summary

- Strategic Planning
- Program Evaluation
- Facilitation
- Market & Industry Research
- Change Management
- Project Management
- Cost/Benefit Analysis
- Business Analysis
- Capacity Building
- Operational Alignment
- Business Performance Improvement/Re-engineering
- Process Modeling
- Lean Management
- Solution Evaluation & Selection
- Methodology Enablement
- Balanced Scorecard

Strategic Planning: Managed and mentored direction setting and strategy formulation.

Strategic Planning: Facilitated the development of three-to-five year strategic plans for multiple nonprofit organizations. In coordination with board members, senior leadership team and staff, conducted external assessment, conducted internal program evaluations, assessed organizational integration, defined core competencies and services, and developed agency strategies. Developed implementation plans and budgets. Coached and mentored organizations to effect change. Efforts have been with organizations ranging from \$1 million to \$40 million.

Strategic Direction and Business Planning: Worked with a university economic development department to define strategic direction and develop business plan for an economic development center in North Minneapolis. Development included review of regional assets of human capital, nonprofits, for-profits and review of business clustering. Strategy and business plan include development of the following capabilities: business incubator, small and minority business consulting services, and youth entrepreneurship programs.

Capacity Building: Assessed growth opportunities for a collaborative between a higher education institution and healthcare system. To bring collaboration to full capacity developed recommendations for product & service development, organizational adjustments, and marketing plans.

Distribution Strategies: As Program Manager for a financial institution, established long-range objectives and initiatives for developing closer relationships with business partners and third-party distributors of products. Developed enablers for internal and external needs. Worked with organizations to establish priorities and funding for five-year plan.

Agency Merger: Led an initiative to conduct due diligence for the merger of two nonprofit organizations. In addition to due diligence, aided the agency in redesigning the strategic business model and developed transitional plan to support this strategy.

Strategic Planning: Conducted an organizational assessment for internal consulting group of a mortgage loan agency. Redefined mission, goals, objectives and overall value proposition. Developed customer engagement strategy, service strategies and success measures in support of value proposition.

Value Proposition: Facilitated an on-going project prioritization process for business units within the airline industry. Assisted business units in prioritizing projects based on overall value to the company. Utilized a "value model" to objectively evaluate projects on corporate goals as well as cost/benefit analysis.

Organizational Development: Work with boards, management, and staff to improve overall performance through improved organizational function.

Program Evaluation: Guided and coached a nonprofit agency's board and senior leadership team through an agency-wide program evaluation to ensure organization remained focused on meeting its mission, vision and tenets. Conducted external needs assessment and internal program review to align agencies programs with core competencies and core services. Worked with agency to develop transitional plan.

Development and Implementation of Organizational Values: Redefined organizational values for a non-profit organization in collaboration with organization's staff, leadership and Board of Directors. Once values were identified, work with the organization to develop a communication plan and incorporate values into the overall performance review process.

Board Performance: Guided and coached a nonprofit agency's board to improved board effectiveness moving towards a governance model. Facilitated the restructuring of committees, board job descriptions, board leadership succession, and executive succession planning. Updated policy and procedure documents as appropriate.

Senior Leadership Coaching Initiative: Guided and coached a nonprofit agency's senior leadership team to improved performance. Evaluated communication styles along with Myers-Briggs Personality Types to identify improvements. Conducted 360 reviews and developed personal development plans with each senior leader. Clarified roles and responsibilities between leaders and managers reducing duplicate work. Established a culture of collaboration building on differences to provide more rounded solutions.

Organizational Assessment: Conducted organizational assessment for internal consulting group of mortgage loan agency. Redefined mission, goals, objectives and overall value proposition. Developed customer engagement strategy, service strategies and success measures in support of value proposition.

Operational Effectiveness & Process Improvement: Effectively managed operational effectiveness and business performance improvements for a variety of business units.

Social Services Process Improvement and Document Management Assessment and Implementation: As Project Manager led an effort within a County's Social Services to improve business practices through process improvement and change management. Worked with multiple business units within Adult Services and Children and Family Services, Waivered Services and Development Disabilities to document current state processes, outline futures state process flows while leveraging the capabilities of an electronic document management system. Engaged a cross-section of management, social workers, support staff and information technology resources to define impact of the document management system. Developed an extensive training program and trained over 200 resources in new procedures and tools. The initiative resulted in the conversion of, transfer of or closure of approximately 3,000 open cases. The implementation has led to worker efficiency, has reduced potential liability for the County and corresponds with the County's electronic document management direction.

Correctional Health EMR Assessment, Package Selection and Implementation: Led a multi-phase, multi-County initiative to conduct an assessment, selection and implementation of a Correctional Health EMR commercial-off-the-shelf (COTS) solution. Through coordination and consensus building with three metro-counties, outlined and prioritized correctional health EMR requirements. Distributed an RFP; coordinated efforts between Public Health, Corrections and Information Technology to assess RFP responses against selection criteria; coordinated efforts with vendors for information clarification, reference checks, technology discussions, and product demonstrations; made final recommendations for vendor selection. Worked side-by-side with medical staff for a successful implementation. Led change management efforts including but not limited to organizational changes, process changes, communication, training, coaching and mentoring, and managing staff resistance. Implementation resulted in consistency in documentation, streamlined work processes and reduced liabilities.

Public Health Information System Assessment: Project manager of a multi-phase, multi-County initiative to conduct an assessment of and select a Public Health Information System, preferably commercial-off-the-shelf (COTS) solution that meets the State and Federal requirements for electronic health records. During Phase 1, worked with a single County to outline and prioritize Public Health requirements. Based on project requirements, developed and distributed an RFP, evaluated vendor responses and conducted several product demonstrations with vendors. In Phase 2, coordinated efforts between two metro Counties to further evaluate one of the vendors. Through coordination with the County Public Health Departments, IT departments, and the designated vendor, conducted a detailed product demonstration, outlined gaps between system requirements and vendor capabilities, worked with vendor to determine how to fulfill gaps and outlined recommendations for moving forward with the vendor solution.

Service Management and Rates Tracking Improvements: Project Manager and lead analyst on a cross-departmental effort within a County Agency to evaluate its processes for contract development, vendor rates management, and client service agreements for waived and DD services. Coordinated with and built consensus between Contract Management, Social Services Case Management and Information Technology Services. Re-engineered processes and designed new systems to reduce paperwork, reduce duplicative efforts, eliminate inconsistencies, improve data flow and improve data quality. The time improvements will increase quantity and quality care for clients. The solution has financial benefits of \$330,000 per year with an internal rate of return of 28%.

Procedures Development: Facilitated the development of consistent policies and procedures for a consortium of six nonprofit agencies providing home meal delivery. Working with agency staff, worked through procedure difference, outlined best practices, and where needed, developed new procedures. Benefits of effort has reduced overall cost of services while improving customer service.

Process Improvement: Worked with a loan-processing agency to evaluate business processes. Documented current state and developed interim and long-term recommendations for performance improvements. Recommendations outlined an increase of loan closure by over 10%.

Process Re-engineering: Facilitated re-engineering of processes for a demand management business unit of a manufacturing organization. Identified processes with inputs, outputs and responsibilities clearly defined. Utilized process maps to develop communication, change management and training plans.

Process Improvement: Participated on a Human Resources task force to improve an internal job posting process. Utilized Total Quality Management concepts to chart current processes, focus on customer requirements, and identify measurements.

Research

Economic Impact Studies: Completed research studies for a business association and a local city government. Developed a Higher Education Impact Study evaluating the economic impact of 23 higher education institutions within the east Metro area of St. Paul, Minnesota. Authored a Healthcare Economic Impact Study, evaluating the economic impact of hospitals located in the east Metro area of St. Paul, Minnesota. Developed specific economic development and collaborative recommendations for businesses, higher education institutions and the local government. In addition, conducted surveys with downtown St. Paul employees and residents to collect profile information. Collected living, working, and entertainment preferences, which have been used to identify long-term downtown improvements.

Training and Speaking Engagements:

Training: Developed and conducted a facilitation training program for large consultancy firm. Also developed a consulting skills training program for same firm.

Training: Developed and conducted business case development training program for local consultancy firm and nonprofit organization.

Speaking Engagement: Developed and presented material on nonprofit board governance best practices to multiple organizations.

Speaking Engagement: Guest lecturer at a university on human aspects of project management.

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Clients

JHPool Consulting has extensive consulting experience in small, medium and large professional organizations incorporating the public and private sector.

- American Express Financial Advisors
- Anoka County
- Braun Intertec
- Breck School
- Cargill
- Catholic Charities, St. Paul/Mpls, MN
- Catholic Charities Community Services, Phoenix, AZ
- Capital City Partnership
- Children's Home Society & Family Services
- CIGNA Behavioral Health
- City of Minneapolis
- Dakota County
- House of Charity
- GMAC/Residential Funding Corporation
- Minnesota State University-Mankato
- Minnesota AIDS Project
- MN Minority Supplier Development Council
- Northwest Airlines
- People Serving People
- Senior Services Consortium of Ramsey County (Meals on Wheels)
- University of Minnesota, Office of Business and Community Economic Development
- Washington County

QCCCC Agenda Item

5.4 Movie Screen Purchase

July 6, 2017

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Movie Projector and Screen Package

Movies in the Park:

Background information from Champlin

I spoke with Alicia Janke from Champlin and found out how they run their movie event. Once a year, Champlin rents an outdoor cinema package from a local company, Twilight Zone Cinema for \$2,000. That includes a 30 by 15 foot screen and projector, a sound system with at least four speakers and DVD players. Two people from TZ Cinema arrive about 7:00p.m the night of the event and set everything up, they then stay for the duration of the movie and pack everything back up at the end. Champlin typically hosts 500 to 700 people at this once a year event.

Andover

Erick Sutherland from Andover said that city staff had seen events publicized for other communities Movie in the Park events and were interested in hosting their own movie event. They would like to host the event at Sunshine Park as there are already bathroom and concessions facilities there. Erick thought they would use the infield for the screen and the whole of the outfield for seating and would expect up to 1,500 people attending. Their inclement weather plan would move the event to the field house, which has a capacity of 2,000 people.

Anoka

Lisa LaCasse from Anoka said that the city would be interested in using a system like this at Riverfront Park, which they are currently remodeling. She envisions needing to accommodate 300 to 400 people.

Pricing to purchase a movie package

Twilight Zone Cinema has been contacted for purchase information. Open Air Cinema's online quote was for \$36,999. Z-Systems provided a quote for the complete system and four hours of training at a cost of approximately \$32,000.

Funding

Funding for the purchase would need to come from undesignated reserves. Other costs would include: training, insurance, repairs/maintenance and storage.

Action Options

- A. Direct staff to solicit quotes for purchase of a movie system accommodating 500 people.
- B. Direct staff to solicit quotes for purchase of a movie system accommodating 1500 people.
- C. Delegate discussion and action to the Executive Committee.
- D. Provide other direction to staff.
- E. Take no action.