



**Region VII Board of Directors Meeting
St. Louis - 0800 hrs
January 19, 2007**

Present: Jon Alexander, John Izzolena, Brandon Maas, Carol Schwartzkopf, Monty Gartin, Leland Green, Phillip Chancellor
Absent: Kay O'Neal, Shashi Patel, and Matt Gaines.

Meeting brought to order by Jon Alexander at 0800 hrs.

Welcome to all and a special welcome to Leland Green

December 2006 Meeting Minutes

Reviewed with no discussion
Motion to accept by Monty Gartin
Motion 2nd by John Izzolena
Vote: Unanimous: Motion carried

Treasury Report

The summaries below highlight the Region VII Voluntary Protection Programs Participants' Association (Chapter) monthly and quarterly financial activity through December 31, 2006:

FINANCIAL SUMMARY December 31, 2006		
	November 30, 2006	December 31, 2006
Beginning Balance	\$45,792.90	\$45,264.07
Revenue	0.00	0.00
Expense	528.83	2,769.00
Ending Balance	45,264.07	42,495.07

FINANCIAL SUMMARY FISCAL YEAR 2007					
	FY07 Q1	FY07 Q2	FY07 Q3	FY07 Q4	FY07 YTD
Beginning Balance	\$49,382.91	\$45,214.09			\$49,382.91

Revenue	0.00	791.48			791.48
Expense	4,168.82	3,510.50			7,679.32
Ending Balance	45,214.09	42,495.07			42,495.07

On November 20, 2006 Chapter financial records for fiscal year 2006 were submitted to Koppenhaver & Associates, PC for a special procedures review. The review is being conducted to comply with Chapter Finance Policy audit requirements and to become eligible for the regional membership dues sharing rebate. On December 20, 2006, our treasurer received the audit report from Koppenhaver & Associates, which summarizes their findings. The report has been submitted to VPPPA National Controller, Eric Nielsen, and remittance of the dues sharing rebate is expected in January 2007.

Discussions of the current financial standing and the rebate process from the National (VPPPA) office was detailed by John Izzolena.

Motion to accept the report by Monty Gartin
 Motion 2nd by Carol Schwartzkopf
 Vote: Unanimous: Motion carried

Committee Reports
By-Laws

Motion by: John Izzolena
 -The revisions to the bylaws be amended, communicated and posted on the web site for review prior to the vote by the full membership.
 All changes to bylaws accepted by the board and are to be sent to the full membership for a vote at the annual meeting.

Motion 2nd by Leland
 Vote: Unanimous: Motion carried

Conference Planning

Tuesday evening networking activities. (Riverboat Cruise and Harrah's Casino)

- Need to develop registration form, cost to attendees, bus transportation, games on buses, give-a-ways, etc.
- Tuesday evening the cost for the cruise is \$38 (for dinner) dollars per person, the bus cost (122 people) \$1,100 dollars.
- Reservations on the boat for 170 people.
- Develop forms for attendees to pre-register - Jon to complete

Debated the conference committee options for group participation after the first day. We also want to utilize the overall theme.

Attendees also need to pre-register for the cruise. We need folks to pre-register 10 days prior.

It was decided to not support activities or logistics for those who wanted to go to Harrah's Casino.

Games on the bus and give-a-ways was brought forward as a fun idea. Playing 20 questions or singing songs. Kay O'Neil to develop questions and give-a-ways (company logo items etc). Monty and Leland volunteered to moderate and lead the fun.

\$25.00 per attendee to pay for the river dinner boat. Must have the list of attendees 10 day's ahead of time.

Photographs during the conference

- We need to advertise for a photographer to take digital pictures at the conference. We will also put out disposable camera's on the table for everyone to use, then we will have them developed and use the pictures on the website and other communications.

Acquiring Sponsors - Sponsorship Letter of Agreement on Website

- Change the name of the letter to sponsorship.
- Send to potential vendors as well as change the header to target the vendors to get more participation from.

Promote Conference by e-mails, brochure, direct contact and fax.

Budget Discussion/Cost Estimate

- Board reviewed costs associated with the meals for the workshops and conference.
- Board reviewed expenses and projected revenue.

Exhibitors

- Registration form on the website, reception Monday evening, food and bar.
- Set up reviewed

Call for workshops/App Workshop/MSQ Workshop - Speaker Awards, AV Equipment, Signage Rotation.

Asking for 6 projectors to be donated by members to minimize expense. The Ballroom projector may be a larger one.

Guest Speaker (Key Note) - David Sarkus

- Give him a speaker award

Opening General Session -

- Honor Guard and Person or Group to sing National Anthem - Philip to find honor guard and singer.

Review Conference Agenda

- Awards and gifts - Monty to get 5-7 really good give-a-ways and design an exciting closing give away that will not last more than 10-15 minutes.

Speakers Gifts

- 25 radios will be purchased to give to all speakers.

Lapel Pins

- New ones for conference or use Region VII Pins, do we need more of Region VII pins - Yes and put in each bag for all attendees

Conference giveaways

- Raffles, door prizes - when, where and what Monty to set up.

Conference brochure and documentation.

- Workshops at a glance and a larger book that is more encompassing.

Finalized Conference Agenda

Election Process

- Ballot Box, Voting Times, Oversight by John Izzolena.

Conference Evaluation Forms

- End of conference form - Kay to create and manage

Post Conference Review with BOD

- Final payment to hotel completed and new board members need to stay for the rest of the day to attend a board meeting after the conference.

Registration Bags with stuffers - when, what, who, will need volunteers to stuff.

- BOD arrival at hotel pre conference to set up/start work Board members all arrive on Saturday night and be ready to work all day Sunday.

Board toured the hotel and reviewed all break-out rooms and facilities

Acquire Hotel Contract for '08 Conference Held in Des Moines

- Based on previous history - Monty, Brandon and John will visit the Embassy suites to discuss our options to return to the John Q Hammonds properties. The team will need to make contact and a visit prior to March 15. Dates to purpose is end of may to early June

Motion to accept the report by Monty Gartin

Motion 2nd by John Izzolena

Vote: Unanimous: Motion carried

Mentoring

- Jon Alexander to Chair this committee. No activity this month.

Workshops - Carol Schwartzkopf

- Matt Gains would like to us to have an application workshop in the Wichita area. Carol will work on this, target dates would be in the fall of 2007 - We will conduct two app workshops each year.

Communication

Added a counter to the website
Added new forms and additional information
New Banner

Membership

The board is looking for new/more leadership for this committee and the board of directors anyone who is interested should contact Carol Schwartzkopf or Jon Alexander. Jon Alexander will follow-up with all perspective candidates to join the board and take over the mentoring responsibilities for the short term.

There are over 70 VPP sites in region VII that are not members of the assoc. The board of directors would like to work to get these sites to the conference and join the association. Some of the plans discussed are:

- Send an email with a link to the web site to the 70 sites with an attachment to show case all the positive activities and accomplishment and changes in the region.
- After conference, complete strategic initiative and planning to communicate the information to all the participants of the conference illustrating our bright future and vision.

Need better communication need more of a marketing approach for this committee. We also need two distribution lists - Brandon has volunteered to complete

- One for existing members
- One for potential or non- members

Leland will review the contact list to determine the appropriate key contacts.

The board discussed the expansion of the committee and getting more participants involved.

Nomination

- Committee met on January 12th and completed the final draft of the Nomination Election & Appointment Policy and supporting forms

Motion: by John Izzolena

- to approve the Nomination Election & Appointment Policy and supporting documents as new chapter policy.
- Motion 2nd by Carol Schwartzkopf

Vote: Unanimous: Motion carried

Awards and Recognition

- Anytime there is a VPP celebration one member of the association will attend.
- The new VPP site will be given an invention to the conference and they will receive a star award at the conference.
- Star among Star awards - Given to a site with exemplary performance.
- The board agreed to create the Dale Randall Memorial Award
 - Dale was an individual who sacrificed his time, energy and knowledge to help others and was a leader in safety and to this organization. His dedication and wiliness to share his time, knowledge and he never got hung up on politics - a real unsung hero.

Leland has volunteered to join the Awards and Recognition committee.

Motion to accept the report by Carol Schwartzkopf

Motion 2nd by John Izzolena

Vote: Unanimous: Motion carried

Old Business

No follow from old business

New Business

Open Discussion -Need more photos for the website, of ceremonies, people. Please send to Brandon Maas. Add photos to front page of the region 7 website. In future emails and other communications, send out a request for pictures.

Motion made by Carol Schwartzkopf:

Donate \$100.00 to the American heart association in the name of Dale Randell.

Motion to accept by Carol Schwartzkopf

Motion 2nd by John Izzolena

Vote: Unanimous: Motion carried

Two Chapter Board positions remain open: a Director-at-Large and a Director-at-Large (Contractor). Potential candidates to fill these vacancies were discussed. Jon will pursue contacting these and other potential candidates.

Next Meeting

Conference calls in February TBD

Face-to-Face meeting on March 17th (Saturday)

Meeting adjourned - 1500 hrs

Respectfully submitted,

Monty G. Gartin
Secretary