



Voluntary Protection Programs Participants' Association



Region VII Iowa – Kansas – Missouri – Nebraska
Board of Directors Meeting Minutes

**Region VII Board of Directors Meeting
Meeting in Kansas City – Westin Crown Center Board Room
January 9, 2009 and January 10, 2009**

Present: Jon Alexander, Carol Schwartzkopf (10th), John Izzolena, Dan Saathoff, Randie Mendez, Rod Swager, Ray Magruder, Mike Murphy, Tom Hauber, and Daniel Cruse.

Visitors:

Absent: Randy Bickford, Ken Matveia, Brandon Maas, Matt Gaines, Shashi Patel

At 1305 hours, Westin Crown Center (WCC) representatives Lisa Harms and Kim Holland led the Board of Directors (BOD) on a tour of the conference meeting rooms. The rooms are all on the same level and in fairly close proximity. The WCC has begun renovating the hotel rooms for the conference attendees, which should be completed by the first week of May, 2009, in time for the conference. Upon the completion of the tour, the BOD retrieved to the “Board Room” of the hotel.

Meeting brought to order by Chair Jon Alexander at 1330 hrs.

Welcome and Introductions - Jon Alexander

Ray Magruder and Tom Hauber met everyone attending.

December Meeting Minutes – Dan Saathoff

No comments were made concerning the accuracy of the meeting minutes.

A motion was made to accept the minutes by John Izzolena.

Motion 2nd by Dan Cruse.

Vote: Unanimous motion carried – no discussions

Treasury Report – John Izzolena

Publication of the Chapter Financial Summaries in the BOD meeting minutes and the Chapter website has been discontinued. This method of disclosing Chapter financial reports may bring additional liability to the Chapter. Unrestricted visibility of Chapter accounts and balances may result in attempts to unlawfully obtain access to Chapter funds. To protect Chapter funds from this type of potential criminal activity, the BOD decided to discontinue reporting monthly financial reports through the Chapter meeting minutes. However, Chapter financial reports will still be made available to any Chapter member upon written request to the Treasurer (Mr. John Izzolena) and during the annual membership meeting at the Regional Conference.

The December Treasury report was reviewed by the Board, including the Financial Account Balances Report, the Account Activity Report, the Reconciliation Report, and the Business Checking Account Statement. Included in these reports were details of revenues, expenses, accrued earning and beginning and ending account balances for the month, the 2nd fiscal quarter, and fiscal year to date.

A motion was made to accept the Treasury Report by Randie Mendez.

Motion 2nd by Rod Swager.

Vote: Unanimous motion carried – no discussions

Other Treasury business:

The interest earned by the savings account and the CD has totaled about \$938 for the year. Due to the low amount of money in the checking account and due to expenses that will be occurring for the upcoming conference, it may be required to transfer some moneys from the savings account over into the checking account, to prevent an overdraw situation. John Izzolena has the authority to make this transfer as required.

July 1, 2008 through June 30, 2009 defines the VPPPA Region VII “Fiscal Year”. A budget prepared by John Izzolena was approved, by vote, in the December 2008 BOD meeting. He also has prepared an Excel Worksheet that will be used in tracking the Chapter’s approved budget as it is used. Tracking characteristics will include account type and the amount spent monthly and fiscal year to date, the amount budgeted for the fiscal year, and whether our spending is better or worse than planned. This will be a very beneficial document for viewing where we have been, where we presently are and what we need to do in regards to our budget.

The budget is divided up into two categories. The first is a Business category that will pay the expenses to operate the Chapter as a group. This category would include expenses for office supplies, board meetings, web expenses, workshops, travel, advertising and other miscellaneous charges for operations. The second is a Conference category that will pay the expenses to operate the annual conference. This category would include expenses for food and beverages, exhibiter setup, conference rooms, speakers, networking and fund raising, photographers, gifts for speakers, consulting fees, insurance, videos and miscellaneous charges for the conference.

The budget was based on what was spent during the prior fiscal year, taking into consideration the expected or estimated number of conference attendees in 2009.

There was a meeting held earlier this morning with Jon Alexander, John Izzolena and WCC representatives Kim Holland and Lisa Harms regarding, “What would happen if the economy was such or some other circumstance occurred that would force the VPPPA to cancel the Regional Conference”? Both Jon and John felt better after visiting with the hotel representative / manager about this issue as they would work with us in resolving the contract in this case.

We began to look at the budget document. Revenues were discussed on the sheet. The annual conference is our main source of our revenue through registrations and exhibitors. There are currently 14 exhibitors registered for the conference. Two of these companies have already sent checks, which were deposited. Credit card payments for registration go through National VPPPA, who we use as our registrar. One month before and after the conference, National VPPPA will send us checks for revenues earned to date, after removing their expenses / charges. We created the budget for the 2009 Conference estimating 400 participants will attend.

John Izzolena will be sending out the "Total Budget Sheet" to all BOD members for review. The budget was reviewed by the BOD members. As of this date, all budget numbers were well within the budgeted range, taking into consideration the Revenues and Expenses from the Business and Conference categories.

Committee Reports

Conference Planning 2009 – Rod Swager and Randie Mendez

The road map was covered in great detail during the meeting. All of the action items will be included on the revised road map for everyone to review. Randie Mendez is updating the 2010 road map for Omaha as we go along.

Coordination: Randie Mendez will be getting a CD of Omaha and their attractions in the near future. She will get this to Tom Hauber to add to the web site for the 2010 conference.

Business Meeting and Opening Session: Tom Hauber and John Izzolena will be creating two PowerPoint Presentations, one for the Business meeting and another for the Opening Session.

Photographer: Karen Hartman was contacted regarding taking pictures during the conference in Kansas City. She asked for \$200 for the services and her room paid for. She will put the pictures all on a CD for Brandon Maas to use during different sessions. Randie Mendez will hire this individual.

Star Among Star Awards: March 6, 2009 is the deadline for submittal of the applications for these awards. We recommend all BOD members companies apply for the awards if possible.

Attendee gifts: Carol Schwartzkopf has located cinch bags from A.I.M. They are \$7.54 each totaling \$3270 for 400 of them. This price includes set up charges.

Scholarships: Due dates for the scholarship applications are March 31, 2009. The winner will be selected by April 3rd and be notified by April 10th. This will give the winner time to make arrangements to attend the conference, if they are able. Dan Saathoff will create a giant check, for the amount of \$5000, to hand to them during the ceremony, for recognition. For the people who win the scholarship, if they come to receive the award, there would be no cost to them and we would pay for their meals. If they attend the conference, they would pay the speaker's rate.

Golf outing: There were a few courses visited in the Kansas City area. Sunflower Hills looked like one of the better courses to play. This search will continue until a decision has been made.

Workshops: BOD members are to see if anyone from their company will be attending the conference and if so, see if they would be willing to put on a workshop for the participants.

Attendees: Dan Cruse and Mike Murphy are to identify all the new sites in 2008 and send them a special invitation to the conference. They will contact them earlier than February 15th and to see if they are coming or not. They will all be receiving an award. See if we can get the awards by April 15th, 2009 so if there are any mistakes, there will be time to correct them.

Elections: John Izzolena will be sending out the notifications of elections for open positions four months, two months, one month and one week before the conference. Open positions will include Vice President, Secretary / Historian, Labor representative without a CBA, and Director at Large positions one, three, five and seven. These individuals would be Carol Schwartzkopf, Dan Saathoff, Tom Hauber, Ken Matveia, Rod Swager, Mike Murphy and Ray Magruder respectively. Brandon Maas will be resigning from the BOD after the conference. When Brandon's resignation letter is received (within 60 days of his ineligibility date), his position will become open for appointment.

Visitor: Terry Bass, the Safety Manager of PlyGem Siding Company, joined us at this time in the Board Room. He has an office area next to the Westin Crown Center. He volunteered storage space for items we will need during the conference. We very much appreciate his generosity to allow us to store our materials in his facility.

Banners: Banners have always been provided to the VPPPA by A.I.M. for the sponsors of the conference. Traditionally, these banners were hung and displayed within the conference hotel. This year, the WCC will charge a fee for this service. Suggestions were made to do away with the banners and come up with some other type of recognition for our sponsors in the future. No decision has been made.

Visitor: At this time, Keri, an employee of the WCC, came into our board meeting to introduce herself to the board. She is willing to sing the National Anthem at the conference. She did a very nice job on a short performance and was selected to perform.

Raffle item: The BOD is looking at getting a raffle item(s) to make money for the scholarship fund. We want to create enough money in this fund to be self sufficient and support its existence through interest made from the account. Suggested items for the raffle included a flat screen TV set, an I-Touch instrument, or a Wii Fit game. Sponsorships for these items would be outstanding if someone could solicit them. The sponsor could donate the item and all money made would be profit. A "Split the Pot" game was suggested. This would mean selling tickets for a dollar or other determined amount and the winner would take home half of all the money in the pot and the VPPPA Scholarship fund would keep the other half.

2010 conference: Keep adding to the road map from our discussions, take information from the Des Moines conference, the Kansas City conference and add it all to the Omaha

conference for discussions. Get ideas for the LOGO in Omaha. Some examples were shown regarding the "Gateway to the West" however they may use this one in St. Louis the following year. The 2010 conference will be in LaVista, which is not part of Omaha. There is currently a lot of development going on in this area and by the time the conference is held, should be very populated with sources of entertainment. A Casino Night was discussed, for those who don't wish to travel during the event and other activities in the area.

Saturday, May 9th, members of the BOD and other volunteers will meet at the WCC to prepare for the conference, stuffing packets, bags and other activities. Sunday, May 10th, registration for the conference will begin and Monday, May 11, 12 and 13 will be the conference.

Mentoring – Ken Matveia

There are eighty-one companies that need mentors or are being mentored at this time. Three mentors are needed for Kansas, ten for Missouri, three for Nebraska and two for some other sites. Currently there are thirteen sites from Iowa, twenty-one sites from Kansas, thirty-one sites for Missouri, ten sites from Nebraska and six other sites that are on the mentoring list. Any volunteers or mentors volunteering would be greatly appreciated. Requirements for becoming a mentor will be discussed later in the meeting.

Communications – Ray Magruder and Tom Hauber

Tom Hauber and Ray Magruder are looking for suggestions on how the BOD would like the Region VII VPPPA Website displayed as well as what information it contains.

We will take pictures of the BOD at our next meeting in Kansas City, in March. It would be great to have everyone there with their new VPPPA shirts for the pictures (Carol S). The pictures would then go onto the web site for people to view. We would also like to have a group picture. A poster can be made for the conference to help attendees know who the BOD members are.

The meeting was adjourned at 1705 hours and will reconvene in the morning (Sat) at 0730 hours in the same Board Room.

**Saturday January 10, 2009 – meeting called to order at 0750 hours.
Carol Schwartzkopf joined us in addition to those attending yesterday.**

Membership – Randy Bickford / Rhonda Simmons

There is nothing to report on membership at this time.

Nominations - John Izzolena

Region VII continues to search for a candidate to fill the Board position of Labor Representative from a Site with a Collective Bargaining Agreement. There have been many efforts to solicit a candidate for this position in email blasts as well as posting it on the web site. There has been no response to these attempts as of yet. The committee is looking for leads, recommendations or suggestions as to how to fill the position.

Brandon Mass is relocating to Minnesota for a new position within Monsanto. He will be leaving the Board of Directors, however he will continue as a committee member through the conference in Kansas City.

Letters of nomination solicitations will be going out to all membership the end of January and sixteen, eight, four and one week before the conference.

Awards and Recognition – Dan Cruse and Mike Murphy

This section was covered during the road map discussion earlier in this meeting.

Work Shops (Other than Conference) – Carol Schwartzkopf

The application workshop will be in St. Louis, MO at the Monsanto facility sometime during the fall.

Sponsorship - John Izzolena

This committee has already discussed sponsorship activities in the road map section and will also be discussed later in the Strategic Planning session reviewing goals, objectives, targets and action items.

Meeting Tasks – Dan Saathoff

The meeting tasks were covered and the list was updated with the changes.

MEETING ACTION ITEMS

1. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members / by February meeting. (Jon Alexander)
2. Owners of each goal to put together plans to achieve their goal so the item tracking pin can be changed from red (no plan) to yellow (plan but not finished). (All owners of the goals) This needs to be ready by the meeting in January where each owner can present their plan to the Board of Directors.
3. All owners of each goal on the scorecard, please update the numbers by the January 2009 BOD meeting in Kansas City MO.
4. Place explanation of removing the VPPPA Treasurer's report from the web site and remove all past Treasurer's reports from the archives. (Tom Hauber)
5. Modify the Election procedure, By-Laws and Policies regarding the approval of the new Background check procedure. Send revised documents to the membership for review, the BOD will comment and approve, and then vote at the meeting in May by the membership. (John Izzolena)
6. Send out the "Total Budget Sheet" to all BOD members, developed by John Izzolena. (John Izzolena).
7. Get a CD of Omaha and their attractions to Tom Hauber to add to the web site for the 2010 conference. (Randie Mendez)
8. Create two presentations for the Business meeting and Opening session during the conference in Kansas City. (Tom Hauber and John Izzolena)
9. Hire photographer Karen Hartman for the conference in Kansas City. (Randie Mendez)
10. Create a giant check for the scholarship winner. (Dan Saathoff)

11. BOD members are to investigate if anyone from their company will be attending the conference and if so, see if they would be willing to put on a workshop for the participants. (All BOD)
12. Identify all the new VPP sites in 2008 and send them a special invitation to the conference. Contact them earlier than February 15th and ask them to let you know if they are coming or not. They will be receiving an award. (Dan Cruse and Mike Murphy)
13. See if we can get the awards by April 15th, 2009 so if there are any mistakes, there will be time to correct them before the conference. (Dan Cruse and Mike Murphy)
14. Come up with an idea to replace the banners we hang, in the hotels, for the sponsors. (BOD)
15. Would it be possible to get the new VPPPA shirts handed out at the next face to face meeting in March / Kansas City to be able to wear for BOD pictures? (Carol Schwartzkopf)
16. Answer the question of: How many conference attendees are not members of the VPPPA? Please break this down as “members” vs “non-members”. This information can be retrieved from Carlena’s report. (Randy Bickford)
17. Bulk mail permit – what would it take to purchase one of these for a non-profit organization? Reasonable rates may make it worth more than email blasts. (Ray Magruder)
18. Update By-Laws to reflect BOD members are not eligible for gifts, rewards, raffles or scholarships. (John Izzolena)
19. Cut and past the National Advertisement for our conference to an email blast and send to it everyone from now until the conference, about once every four weeks. (Tom Hauber).

Most items on the Conference Road Map will not be listed in this Meeting Action Item section.

Strategic Business Plan Review:

Each strategic plan objective was covered by the owner and a discussion was held on how we intend to meet each of the goals presented. Detail is included because these items are voted upon.

Objectives:

1. Provide Value to Conference Attendees
2. Increase VPPPA membership
3. No Site Waits to be Mentored
4. Better utilization of Chapter funds
5. Iowa VPP Certification

Strategic Objective #1: Provide Value to the Conference Attendees - Jon Alexander
Jon handed out a sheet titled “2009 Conference Promotion Schedule”. Included in it are specific dates and action items to be included in email blasts and web postings. There are two weeks between each communication.

- a. **Jan 12th** – Jon Alexander to send out an email blast and post on the web site a “Call for Workshops” to advertise the applications, mentoring and maintaining workshops presented at the conference and a Star Among Stars promotion to all VPP sites.
- b. **Jan 26th** – Rod Swager to send out an email blast and post on the web site all the WCC hotel information and conference reservation information.
- c. **Feb 9th** – Dan Cruse and Mike Murphy to send out an email blast and post on the web site the Scholarship fund promotional information, the due dates, etc.
- d. **Feb 23rd** – John Izzolena and Ray Magruder to send out an email blast and post on the web site Information to solicit sponsorships for the conference.
- e. **Mar 9th** – Rod Swager, Brandon Maas, Mike Murphy to send out an email blast and post on the web site promotional information for the golf outing, such as location, cost, lunch, registrations, etc.)
- f. **Mar 23rd** – Jon Alexander to send out an email blast and post on the web site the advanced conference program, with keynote speakers, activities and workshops.
- g. **Apr 6th** – Randie Mendez to send out an email blast and post on the web site listing all the conference give away items, the gift cards, scholarship, possible raffles, etc. Expose the fun items, such as shopping and other local activities.
- h. **Apr 20th** – Carol Schwartzkopf to send out an email blast and post on the web site the conference menu for food and beverages. Also list that if anyone needs a special diet, to make sure they notify us or the Chief.
- i. **May 4th** – Carol Schwartzkopf to send out an email blast and post on the web site all the things there are to do in the great city of Kansas City.

The BOD would also like to cut and past the National Advertisement for our conference to an email blast and send to it everyone from now until the conference, about once every four weeks. (Tom Hauber).

Dan Cruse and Mike Murphy were asked to check on the amount of money we would need in a CD to create enough interest money to fund the scholarship program. The BOD would like to increase the number of scholarships given out in the future from one to perhaps two or even three.

Motion to accept Strategic Plan #1 as presented by Jon Alexander was made by Tom Hauber. - Goals one, two and three.

Seconded by John Izzolena.

Motion approved – no discussion.

Strategic Objective #2: Increase VPPPA Membership - Randy Bickford

There are currently 62% of all VPP Certified Sites that belong to the VPPPA. The committee shall make personal contact with the non-VPPPA members to discuss membership benefits and encourage them to join and attend the Region VII conference for more information. With this information, the goal would be to increase their interest in joining the association.

Randy Bickford – how many conference attendees are not members of the VPPPA? Please break this down as “members” vs “non-members”. This information can be retrieved from Carlana’s report. From this we can ask them, if they are attending the conference and getting the information, why are they not part of the VPPPA team? Find out the reason and then

create an action plan to eliminate that reason – is it the fee, cost / expense of travel, lack of knowledge, no interest, or what is the reason?

At the VPPPA conference, the committee will set up an exhibitor booth to provide information to attendees from non-member sites, soliciting their potential future membership to the Region VII VPPPA.

Add the bullet points to Goal #1:

1. Include to the membership drive, non-members who are not VPP sites, but are pursuing VPP status. Recruit them for Associate Member status and upgrade them to Full Member status when they attain VPP certification.
2. Include to the membership drive, Region VII conference exhibitors at the Affiliate Membership status.
3. Include to the membership drive, government agencies such as U.S.P.S and OSHA to become Affiliate Members or if VPP certified, Full Members.

Develop a communication strategy to regularly communicate membership drive information to all non-member categories.

1. Mail hard copies of information if we need to.
2. Become an exhibitor at other safety and health conferences within the region to further promote Region VII VPPPA, attendance at our conference and membership to our chapter.
3. Send “happy holiday cards” to members and non-members to be more visible Easter, Independence Day, Valentines, Safety month, Fire safety month, Thanksgiving and Christmas – show them we care about them more so than just as a team member
4. What other avenues can we use to advertise that would be free? The media, paper, TV, news publications, etc would be avenues for VPPPA Region VII membership drives.

Investigate the bulk mail permit and what would it take to purchase one of these for a non-profit organization. Reasonable rates may make it worth more than email blasts. (Ray Magruder) They may have to be sorted by zip code, whose name the permit has to be in – these could be some questions we could ask.

Motion to accept Strategic Plan #2 as presented by Randy Bickford, as amended, was made by Daniel Cruse.

Seconded by Carol Schwartzkopf.

Motion approved – no discussion.

Strategic Objective #3: Improve Mentorship – No site waits to be monitored by Ken Matveia.

1. Validate the quality of the VPP Mentor Workshop.
2. Provide a VPP Mentoring Workshop at every regional conference in Region VII and encourage participants to fully certify as mentors.
3. Create a formal process for VPP Mentors and Mentees, including:
 - a. Take a VPP Mentor Workshop
 - b. Co-mentor a potential VPP site
 - c. Lead mentor a potential VPP site

- d. Provide all certified mentors with a certificate
 - e. To maintain Mentor status
 - i. Complete one mentoring opportunity per year
 - ii. Attend one refresher Mentor Workshop once every three years.
 - f. Track VPP Mentor certification and maintenance information.
4. It would be up to Ken Matveia's to Grandfather Mentors into the program or not.
 5. Develop a Mentoring contract of some type:
 - a. Between the mentor and the mentee that outlines roles and responsibilities of each party
 - b. Include a release stating that the mentoring process does not guarantee VPP certification – the company must accomplish that on their own
 - c. A general statement regarding the services provided and expectations for the outcomes of the mentoring relationship
 - d. Include a method to check and confirm continued mentee participation.

Motion to accept Strategic Plan #3 as presented by Ken Matveia, as amended, was made by Ray Magruder.

Seconded by Tom Hauber.

Motion approved – no discussion.

Strategic Objective #4: Better Utilization of the Chapter funds. – John Izzolena

Goal #1: Solicitation – 7Steps to achieve Goal #1:

1. Case statement – Create the mission, goals, objectives, targets, results, structure, history, statement of needs, fund raising and operations.
2. Target Markets – VPPPA companies and conference associates.
3. ID sponsorship opportunities – many ways to sponsor, donations, food, golf, etc. Identify all the values that people donate and count them.
4. Create methods to identify all donors
5. Solicitation letters – within 30 days to thank them
6. Develop goals and objectives
7. Recognition – send than you letters within 30 days of all donations and Identify the sponsors on the web site – email blast all members how you have thanked our sponsors, encourage members to use their services and invite others to become sponsors.

We visited about the raffle and gifts. The By-Laws need to state that BOD members are not eligible for gifts, scholarships, raffles or rewards. John Izzolena will add this to the By-Laws.

Goal #2 has been completed. This deals with the Scholarship funds and setting them up.

Motion to accept Strategic Plan #4 as presented by John Izzolena, was made by Randie Mendez.

Seconded by Rod Swager.

Motion approved – no discussion.

Strategic Objective #5: Assist companies in Iowa with VPP Certification - Ken Matveia

There are thirteen sites in Iowa being assisted by six mentors. 50% of all mentored sites in Iowa make successful application each year. This strategic objective needs to be updated and completed by Ken Matveia. No vote was conducted.

Old Business

Archives:

Region VII VPPPA Data will need to be archived in the future. The BOD decided that there should be two methods of backing up our information. One idea was an external drive and a CD or DVD Burner.

The information would be stored in a bank box, rent space on a server, or some other secure method to be determined at a later date.

There should be a document control procedure. This would tell the BOD what has to be stored, where it will be stored and how long it shall be kept. Every year, the files would then be purged of those items past the purge date.

Ray Magruder and Tom Hauber will research on line resources and chose whom shall have access.

New Business

Joe Mullen recently suggested recognizing all the mentors within the Region VII. We have a Mentor of the Year award but he suggested something for everyone. People leave their jobs to help others in their areas with something that will be of no benefit to them, their job or their company. We try to recognize all the mentors in our regional conference opening meeting, at the National Conference in the Regional breakout meeting, and in the conference brochures and program for the conference. The web site also lists the Special Government Employee's who help on audits. Get a list of all the SGE members and thank them for their continued services.

Meeting schedule:

The next meeting will be a conference call on Friday, February 13th, 2009 beginning at 8:00 am CST. The next meeting will be in Kansas City on Friday March 6th and Saturday March 7th, 2009. The hotel will be contacted to see if members could have a discounted price for the nights of the 5th and 6th, as some individuals will be coming in the evening before.

Meeting Closure:

Motion made to close by Daniel Cruse

Motion 2nd by Randie Mendez

Vote: Unanimous motion carried – no discussion

The meeting was adjourned at 1134 hours by Chair Jon Alexander.

Respectfully submitted,

Daniel Saathoff