



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting  
Conference Call  
February 11, 2009**

**Present:** Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Randie Mendez, Rod Swager, Randy Bickford, Ken Matveia, Ray Magruder, Mike Murphy, Tom Hauber, and Daniel Cruse.

**Visitors:**

**Absent:** Brandon Maas, Matt Gaines, Shashi Patel

**Meeting brought to order by Chair Jon Alexander at 0840 hrs.**

**Welcome and Introductions - Jon Alexander**

**January Meeting Minutes – Dan Saathoff**

No comments were made.

**A motion was made to accept the minutes by Randy Bickford.**

**Motion 2<sup>nd</sup> by Carol Schwartzkopf.**

**Vote: Unanimous motion carried – no discussions**

**Treasury Report – John Izzolena**

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 January 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.

**A motion was made to accept the Treasury Report by Rod Swager.**

**Motion 2<sup>nd</sup> by Dan Cruse.**

**Vote: Unanimous motion carried – no discussions**

**Other Treasury business:**

There was not a need to move money from the Savings account to the Checking account. The account received money from a vendor owed from last year's conference and the balance was from National in regards to the applications workshop in Omaha. The amount of money received deleted the need to transfer from Savings to Checking for the time being.

## Committee Reports

### **Conference Planning 2009 – Rod Swager and Randie Mendez (2009)**

The road map meeting for February is scheduled for tomorrow, February 12<sup>th</sup>, at 8:30 am. The updated Road Map has been updated and everyone should have a current copy to use at the meeting. The March VPPPA meeting in Kansas City was moved from the 6<sup>th</sup> and 7<sup>th</sup> to the 20<sup>th</sup> and 21<sup>st</sup>. The entire planning road map will be discussed in detail at this meeting. The BOD members should be making their reservations at the hotel for this meeting.

Mike Murphy is working on the golf outing details with Rod Swager. They have created a Tri-fold informational sheet, which everyone thought looked very professional. One correction to the Tri-fold sheet would be to enter the name and address of the hotel on it so people would know where the bus was leaving from. John Izzolena has a mailing address listed on the information sheet however he is at a temporary location. This needs to be changed on the Tri-fold to Road Northeast M 105-233. Also make sure “Winterset” is changed to “Winterstone” on the entire document. Mike will enter this information. It is already posted on the web site for people to go in and copy it for their pre-registration. They visited the course “Winterstone” and all is going well.

Concerning the “Conference at a Glance” email blast was to be delivered to the membership; there was a problem with the Fountain of Learning water mark showing up correctly on the document. Keith has been working with this and trying to see how to correct it. Ray Magruder was going to send Rod Swager a “template” for emails to see if they entered it into this template it would show up for the blast. Ray explained to Rod how to use this template. It is already embedded into the email that Ray was sending to Rod for him to use.

Rod Swager is making contact with the color guards to be used at the conference. He was having difficulties making that contact and the hotel was going to assist him with this.

Banners for the conference sponsorships were discussed. There is a charge of hanging the banners of \$20 each and if we could use a self standing banner, this would save this money. They use these banners at other conferences, such as a pillar type setting with a triangular banner hanging from them. The specific type of banner would be discussed at the February Road Map conference call.

Raffle items would be discussed at the February Road Map conference call as well, such as a TV or other item to be used for the scholarship fund.

### **Conference Planning for 2010 – Randie Mendez**

There are currently three photographers being evaluated at this time for the Omaha 2010 conference. The contract has been sent to the photographer hired for Kansas City however it has not been returned as of yet. Randie and Dave Anderson are putting together a CD for Omaha. This should be ready shortly. Jon Alexander needed a map of LaVista, such as floor maps, etc.; Randie was to send him one if she could.

### **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. Randy Bickford, Ken Matveia and Rod Swager all have potential individuals for this position however they are checking to make sure all possible candidates meet the requirements. Randy's candidate's site is not a member of VPP but working towards it. Rod's candidate's site has submitted their application by not yet a VPP member. Ken's candidate's company was going through some changes within the company and they were awaiting the changes.

Director At Large #2, 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. As soon as the Board Chair receives his letter of resignation the position will become formally open.

Letters of nomination solicitations went out to all membership in January. Current members of the Board of Directors up for election have until March 30 to fill out and submit the proper nomination forms. The members of the current board that are up for election are Carol Schwartzkopf, Dan Saathoff, Tom Hauber, Ken Matveia, Rod Swager, Mike Murphy and Ray Magruder. Please get John Izzolena the proper documentation as soon as you can.

### **Sponsorship - John Izzolena and Ray Magruder**

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.

To date, sponsorships for the upcoming VPPPA conference in Kansas City already include \$2500 from Quaker, \$1000 from VeeJay, \$575 worth of pens to go along with the books donated by the VPP Store and \$500 from National Enzyme Company. Thank you to all for the contributions. They are all greatly appreciated.

### **Mentoring – Ken Matveia**

Many are involved with the mentoring lists; Ken discussed an update of those activities across the Region.

There are eighty-one companies that need mentors or are being mentored at this time. Any volunteers or mentors volunteering would be greatly appreciated.

### **Communications – Ray Magruder and Tom Hauber**

They continue to revamp the web site. The national company that handles the web site contacted us to see what the goals were for the web site for next year. Tom Hauber and Ray Magruder will sit down at the March meeting to go over goals and passwords to get into the system to make necessary changes.

## **Email Blast Schedule – Jon Alexander**

The week of February 9<sup>th</sup> Mike Murphy and Dan Cruse are to send out information on the Awards – reminding people about the SAS awards, scholarships, etc. They need to get out this or next week.

Rod needs to send his information out on the hotel as well as the Conference at a Glance information. He has already sent that information to Keith for publication.

Mike Murphy and Dan Cruse, with the help of Carol, will create a format template for email blasts to be used in the future. When the template has been completed, send it to Keith and he will then put it on the web site for publication.

## **Membership – Randy Bickford / Rhonda Simmons / Vicki Crowley**

Vicki Crowley has joined the membership committee. Randy said he has been getting more frequent information from Iowa, which is greatly appreciated.

Currently we have 144 sites that are VPP and 87 of them are full members of the VPPPA. This is about 67% membership and would like to take this number up to 80% or better.

## **Awards and Recognition – Dan Cruse and Mike Murphy**

Mike Murphy has sent the suggested list of trophies to Dan Cruse to get approved. The cost of them has gone down from last year.

There are a total of three entries for the VPPPA Scholarship.

There are eleven applications for the SAS award. Last year we had twenty one. We need to get more information out on this award.

Remember that all Board of Director's are not eligible for any type of gifts, rewards, raffles or scholarships.

## **Work Shops (Other than Conference) – Carol Schwartzkopf**

We need to consider having another workshop on October 22<sup>nd</sup>, which will be a Sustaining Star Quality (SSA) and Applications workshop in Saint Louis. The challenge will be to find someone to teach it, such as Mike, Dave or Monty. Monsanto does have a room for the eight hour Applications workshop. Lunch will have to be provided for this meeting. The room is right next to the cafeteria. The Sustaining Star Quality workshop can be held at Monsanto as well. Jon Alexander will take a look at the room needed for this four hour workshop. There would be approximately 20 to 30 individuals possible for this workshop. Remember the meeting on October 22<sup>nd</sup> for the workshops will coincide with our BOD meetings in St. Louis on October 23<sup>rd</sup> and 24<sup>th</sup>. Hotels will be evaluated within these dates as well.

## **Meeting Tasks – Dan Saathoff**

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

### **MEETING ACTION ITEMS**

1. 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)
2. Get a CD of Omaha and their attractions to Tom Hauber to add to the web site for the 2010 conference. (Randie Mendez)
3. Hire photographer Karen Hartman for the conference in Kansas City. (Randie Mendez)
4. 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. Have about 70%, still need more – go to the web site. (All BOD)
5. 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)
6. 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)
7. Update By-Laws to reflect BOD members are not eligible for gifts, rewards, raffles or scholarships. (John Izzolena)
8. 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. Build a template from this. (Tom Hauber).

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

### **Old Business**

#### **Archives: Tom Hauber**

Region VII VPPPA Data will need to be archived in the future. Tom Hauber looked at a couple on line sources that you could look at for 30 days or so. He is still researching the topic and was not too pleased with the information he had so far. He will continue the search.

#### **Shirts - Jon Alexander**

Jon felt with the condition of the economy that we would put the purchase of BOD shirts on hold for the time being. Some board members stated they would purchase on their own however due to tracking the purchases we decided not to do this at this time.

#### **SGE Recognition -**

Joe Mullen suggested having a recognition program for current SGE's. Jon Alexander appointed Ken Matveia, Mike Murphy and Dan Cruse to come up with a program to recognize a large group of individuals that contribute to the SGE program. We want to be very careful not to miss someone on the SGE list. Matt Gaines will be the contact as to who helped them throughout the year as SGE.

## **New Business**

Mike Murphy brought up an idea to generate more money. He suggested a calendar much like one that A.I.M. creates with a lot of VPP information that they sell at the conference. There would be 12 months of Art work, Themes and Dates to enter to the calendar. It would have the 19 elements, 4 main elements, and a lot of other VPP information to be placed on it. This would be a good idea and we can visit about it more during the March meeting.

## **Meeting schedule:**

The next meeting will be March 20<sup>th</sup> and 21<sup>st</sup> in Kansas City at the Hotel. The meeting on the 20<sup>th</sup> will begin at 1:00 pm and end sometime around noon on the 21<sup>st</sup>.

## **Meeting Closure:**

**Motion made to close by John Izzolena**

**Motion 2<sup>nd</sup> by Randie Mendez**

**Vote: Unanimous motion carried – no discussion**

The meeting was adjourned at 1300 hours by Chair Jon Alexander.

**Respectfully submitted,**

*Daniel Saathoff*