

MINUTES

Region VII Board Meeting
Conference Call
August 3, 2006

Participating:

Board Members: Jon Alexander, Carol Schwartzkopf, John Izzolena, Beckie Hector, Deb Hansen, Matt Gaines

July 2006 Meeting Minutes

- Jon requested the minutes be amended to state; *Jon asked for Mick's resignation prior to Jon's election as the Chairman of the Region VII Board of Directors.*
- Carol noted that the following changes be made in regards to the Ozark Safety Council's Conference: reference to "*CUE*" be changed to *CEU's* and registered attendee at the *class* be changed to *conference*.

Carol Schwartzkopf made a motion to accept the minutes with the noted changes and was seconded by Becky Hector. No discussion - the motion passed.

Treasurer's Report

The beginning June balance was \$49,382.91. \$101.10 was paid to Carl Laymon for reimbursement for the purchase of a plant for VPPPA peace lily baskets, leaving an ending balance as of 7.31.06 of \$49,281.81. John is establishing an on-line savings account and a credit card account for the Chair, Vice-chair and Treasurer. The Treasurer submitted to all board members the following reports for July; account activity report, the Farmers State Bank statement, and the financial summary. The treasurer also sent each board member the July By-Laws Committee report. All listed documents will be a part of the monthly financial report.

A final financial report for the Chapter was submitted by former treasurer, Kathy Choate to John Izzolena on June 23, 2006. A copy of this report was distributed to Jon Alexander, Kay O'Neal, Rebecca Hector, Debra Stansberry, Mick Anderson, Eric Nelson and Mike Maddox. The final financial report did not include bank statements, receipts, invoices, cancelled checks or any other kind of related current or historical financial information. Although this information was requested of Ms. Choate; she stated that she did not have any of the previously mentioned financial documents. She also stated that all Chapter financial documents that she had were included in her final financial report

The Chapter's regional membership dues sharing rebate, a reimbursement from National VPPPA for VPPPA memberships, is being held by the National VPPPA Controller until the Chapter can provide National with assurance of fiscal responsibility from a certified public accountant validating the Chapter's financials for fiscal year 2005. The board's Treasurer has submitted Ms. Choate's final financial report to Koppenhaver & Associates, PC for review. When the report is received from Koppenhaver & Associates (sometime in August), the board's Treasurer will forward it to the National office. Once approved, by the National VPPPA Controller, the Chapter's membership due sharing rebate will be remitted.

John Izzolena stated that contrary to the remarks by the previous treasurer, an audit on the Chapter financials did not take place. McDermott & Miller (M&M) provided an opinion and recommendation on internal controls for a finance system. This opinion was requested of

Cathy Edmeier by Mick Anderson. John spoke to Ms. Edmeier personally and she confirmed that it was not an audit and said Mr. Anderson did not request an audit, but did request a recommendation on internal controls.

Deb Hansen made a motion to accept the Treasurer's report and was seconded by Carol Schwartzkopf. No discussion - the motion passed.

By-Laws

The By-laws Committee sent a draft of the by-laws to Jon Alexander, who forwarded them to the regional board members for review. Through e-mails, board members recommended several changes be made and the changes were incorporated into the final draft. A motion was made by John Izzolena to adopt the by-laws as written and was seconded by Deb Hansen. Discussion - included adding a revision date to the by-laws for easy reference. Motion passed.

John Izzolena will send Jon Alexander a full copy and Jon will forward to the Region VII VPPPA (full) membership for approval at the National Conference at the end of the month.

2007 Conference Planning

The Conference Planning committee recommended that the 2007 Region VII conference be held at the Sheraton Westport Chalet Hotel, May 21, 22, 23, 2007. The room rate will be \$115.00. The hotel requires a minimum of \$15,000 be expended in food and beverage in order for the conference to avoid charges for the breakout rooms and ballroom. Committee member, Philip Chancellor, has asked the hotel to hold the dates until the contract can be signed. Currently the contract is with the Monsanto Meeting & Planning Group for review. Jon announced that the National's conference program would be going to print later in the day and that the dates of Region VII conference will be included in the program. Deb Hansen made a motion to approve the Sheraton Westport Chalet Hotel for the venue of the 2007 Region VII conference, seconded by Carol Schwartzkopf. No Discussion - motion passed.

Mentoring

No updates

Workshops

No updates

Communication

Jon Alexander has asked a group at Monsanto to develop the Region VII web site. Once the site is established, he plans to solicit other groups within the company to sponsor the web site. Carol suggested the sponsorship be opened to the Region VII VPPPA membership. Sponsors will have the opportunity to display their company logos with links to their company's web site.

Membership

The Membership Committee to working to increase the membership by letters and phone calls.

John Izzolena provided the names of two companies located in Manchester Iowa and Wichita, Kansas (respectively) to be contacted for membership.

Old Business

Lapel Pins

AIM, Inc. designed the new Region VII lapel pin. Carol reported that each member had been sent the artwork for the pin. The lead time to have the pins ready for the National Conference required the order for the pins to be expedited. 1000 pins were ordered at a cost of \$.90 per pin plus \$81.25 for set-up for a total of \$981.25. Tax and shipping will be an additional cost. A partial shipment will be sent to the national conference with the balance to be sent to Jon's office.

New Business

A finance policy was drafted to establish the general guidelines and operating procedures that will outline the finance system, functions and authorization for the Chapter. The draft of this policy was submitted to Jon Alexander on July 24th with a recommendation that the draft be submitted to the Region VII Board of Directors (Board) for review and comment. Jon distributed the draft finance policy on July 24, asking for board review and comment and be prepared to discuss and approve at the August 3rd Board meeting. If approved, the draft would become Chapter policy.

The group discussed establishing a fuel reimbursement policy for regional members who attend functions within the region on behalf of the Region VII Board of Directors. Functions; would include, but not limited to, certification and re-certification ceremonies. This program will be incorporated into the new finance policy and will include internal controls. For general accounting purposes, mileage will be figured with the member's company address as a starting and ending point and paid at \$.44.5 per mile. An internet site, such as Mapquest, will be used to verify the mileage.

It was also suggested that this reimbursement program would be extended to members of the board, only if their employers were reluctant to pay for fuel costs. This policy would not include travel to board meetings or conferences.

The finance policy will be amended to include the fuel reimbursement policy. John Izzolena made a motion to accept the financial policy, seconded by Deb Hansen. No discussion - motion passed.

Respectfully submitted,

Carol A. Schwartzkopf
Vice-Chair