



Voluntary Protection Programs Participants' Association

Region VII Iowa • Kansas • Missouri • Nebraska  
Board of Directors' Meeting

# MINUTES

**Region VII Board of Directors' Meeting**  
**Conference Call: 8:30am - 9:30am**  
**December 14, 2006**

**Present:** Jon Alexander, Matt Gaines, John Izzolena, Brandon Maas, Kay O'Neal, Shashi Patel, and Carol Schwartzkopf.  
**Absent:** Monty Gartin, and Deb Hansen.

## **October and November 2006 Meeting Minutes**

Jon Alexander confirmed that the October and November meeting minutes were reviewed by the Board. John Izzolena made a motion to accept the minutes as written and was seconded by Carol Schwartzkopf. One amendment to the November minutes was suggested. In the first sentence of the Treasury Report, the word "beginning" should be changed to "ending". The amendment will be made. No further discussion - motion passed.

## **Treasury Report**

The beginning balance on November 1 was \$45,792.90. Expenses totaling \$528.83 were incurred during the month; with no revenue; leaving an ending balance on November 31 of \$45,264.07. The Treasurer submitted to all Board members the following November financial reports: the Financial Account Balances report, the Account Activity report, the Reconciliation report and the Farmers State Bank business checking account statement.

The National VPPPA publishes information regarding tax benefits for VPPPA conference attendees. Specifically, travel expenses for conventions are deductible if you attend an event sponsored by a non-profit organization. It was confirmed that this benefit is also available to Region VII conference attendees.

Chapter financial records for fiscal year 2006 were submitted to Koppenhaver and Associates, PC for a special procedures review. The review is being conducted to comply with audit requirements stated in the Chapter Finance Policy and to become eligible for the regional membership dues sharing rebate. Most of the financial information submitted was generated by the former Chapter Treasurer, Kathy Choate, and does not include bank statements, receipts, invoices, cancelled checks, or any other kind of related current or historical financial information. This information was requested of Ms. Choate, but she stated that she did not have any of the previous mentioned financial documents. When the audit report is received from Koppenhaver & Associates, it will be forwarded to National VPPPA.

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

## **Committee Reports**

### **2007 Conference Planning**

The call for workshops form is posted on the Region VII website. The committee was charged with encouraging anyone who might be interested in presenting workshops to complete and

submit workshop application forms to Betty Davis. Several potential presenters have already submitted, and will be contacted.

An agreement has been made with keynote speaker David Sarkus. Mr. Sarkus was highly recommended by several VPPPA Chapter Chairs. Kay O'Neal committed to conducting the "Maintaining STAR Quality" workshop.

Conference menus were selected by the committee. And, the Tuesday night membership event will be a choice of two activities, Harrah's Casino and the Gateway Riverboat Dinner Cruise.

Maureen Scott (DuPont) has agreed to assist with the exhibitors, including vendor solicitation and booth location. Vendor contracts and fees will be submitted to Carol Schwartzkopf.

Philip Chancellor (Monsanto) and Jane Whillock (Safety Council of the Ozarks) will meet on January 19 to review conference plans and tour the hotel. The Committee's January meeting agenda will include the hotel selection for the 2008 Conference in Des Moines, IA.

### **Mentoring**

Committee Board Sponsor Carl Laymon regretfully submitted his resignation effective December 18. In his resignation letter, Carl expressed thanks for the opportunity to serve the region and for the professional and personal development he experienced. He wishes good fortune upon the region and the Chapter Board. Jon Alexander stated his appreciation for Carl's committee work, which has taken the mentoring obligation to new heights throughout the region.

Potential Mentoring Committee and new Board member candidates to fill this vacancy were discussed. Jon will pursue contacting these and other potential candidates.

### **Workshops**

There is no activity to report.

### **Communication**

Brandon Maas reported that website maintenance continues to occur. Committee member Janet Anderson has been working on making the Chapter website even more accurate and user-friendly.

### **Membership**

Jon Alexander has drafted three documents for new VPP sites: 1) Letter of Congratulations; 2) VPP Celebration Talking Points; and 3) VPPPA Membership. These documents were distributed to all Board members for review and comment. Jon will finalize these documents after all comments have been received.

Marci Wilson (Rexam) and Rhonda Simmons (Rexam) are working on a VPP site contact list, and a VPPPA Region VII member list with site contacts. Similar information is needed for Iowa, which Shashi Patel will provide.

### **Nomination**

The committee met and reviewed the draft Nomination & Election Policy. The draft will be amended to include language regarding Board appointments. The draft reflects language in the current Chapter By-Laws. When the new, revised By-Laws are voted upon in May 2007, the draft policy will change commensurately. The changes will mostly impact Board member eligibility. Therefore, it is necessary to notify any Board nominee who is not a Full or Corporate member that, if elected, they will be required to resign from the Board within 60 days - unless

their membership status changes. This notification will be made on the Nomination Form, the Chapter website, and nomination solicitation publications.

The committee determined that Board election announcements will begin in late January. Likewise, nomination confirmation notifications will take place both one month and one week prior to the regional conference. All communications will be by e-mail and Chapter website.

The committee deferred to the Board for direction on election voting times. The Board decided that election voting times will be Tuesday, May 22 throughout the afternoon and Wednesday, May 23 during the morning. The conference schedule will reflect voting times.

A draft nomination and election presentation for the membership business meeting at the regional conference is being developed.

The next committee meeting is scheduled for January 12, 2007.

### **Awards and Recognition**

Monty Gartin has identified the VPPPA Region VII STAR Award. This award will be presented by the Chapter to new Region VII VPP Star sites at the annual regional Conference. The committee will determine the count of new VPP Star sites to award for 2006, and track the same for 2007.

The committee will identify a gift from the Chapter to present to each new VPP Star site at their VPP celebrations. The Board is still committed to attend every regional VPP Star site celebration.

### **By-Laws**

The proposed by-laws are completed and will be presented for a vote to the membership at the 2007 Regional conference in St. Louis in May.

## **Old Business**

### **Recognition Awards**

See Awards and Recognition Committee Report.

### **VPP Certification Ceremonies**

See Awards and Recognition Committee Report.

### **VPPPA Introductory Letter to New VPP Sites**

See Membership Committee Report.

### **New Directors-at-Large**

Leland Green (Sherwin Williams) submitted all required documentation to the Nominating Committee in December. His company is a full member in good standing. This information was distributed to the Chapter Board for review prior to vote at the December 14, 2006 Board meeting. Through their prior recommendation to the Board, the Nominating Committee made a motion to appoint Leland Green to the Chapter's vacant Director-at-Large position, and was seconded Carol Schwartzkopf. No further discussion - motion passed.

John Izzolena will notify Leland of his appointment. Jon Alexander will contact Leland to discuss Board and Committee participation.

Tim Rakestraw (Superior Industries) regrettably declined application to the Chapter Board at this time.

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.

### **Executive Board Responsibilities**

Jon Alexander developed Chapter Executive Board responsibilities and distributed to Chapter Board members in November. These responsibilities were based upon information from the VPPPA National Board and Chapter By-Laws.

## **New Business**

### **Chapter Board Resignation**

Carl Laymon, Director-at-Large (Contractor) submitted his resignation to Chapter Chairperson, Jon Alexander, effective December 18, 2006. See the Mentoring Committee report for more information.

### **VPPPA National Board Meeting**

Jon Alexander attended the VPPPA National Board meeting teleconference and reported on significant agenda topics. In recognition of his retirement, the VPPPA National Board donated a sum of money to the Norm Deice Fund for purchase of automated external defibrillators. The structure for the Construction category in VPP and their classification within the VPPPA was discussed. Keynote speakers for the National 2007 Conference were discussed and candidates include Dan Clark, Rod Schaffer and Joe Theismann. The Conference Planning committee will make the decision. The committee will also pursue the possibility of using Senator Ted Kennedy as a speaker.

### **Current Region VII VPP Applications**

Regional and state VPP Managers have identified the following sites VPP activity:

- Onsite Audit Completed: Cargill Meat Solutions (California, MO).
- Onsite Audit Scheduled: Airlite Plastics (Omaha, NE); Nucor Steel (Norfolk, NE); Rockwell Collins (Wichita, KS); National Nuclear Security Administration (Kansas City, MO).
- Application Under Review: Leggett & Platt (Carthage, MO); Lozier Corporation (Joplin, MO); General Electric (Winfield KS, and Arkansas City, KS); Omaha Steaks (Snider, NE).

## **Next Meeting**

The next meeting of the Chapter Board of Directors will be January 19, 2007 at the Sheraton Westport Chalet in St. Louis. MO.

Meeting adjourned - 9:35am.

Respectfully submitted,



John F. Izzolena  
Treasurer,  
Voluntary Protection Programs Participants' Association Region VII