

MINUTES

**Region VII Board of Directors Meeting
Conference Call
September 14, 2006**

Present: Jon Alexander, Matt Gaines, John Izzolena, Carl Laymon, Brandon Maas, and Carol Schwartzkopf.
Absent: Deb Hansen, Kay O'Neal and Shashi Patel.
Guest: Philip Chancellor.

August 2006 Meeting Minutes

Jon Alexander confirmed that the August meeting minutes were reviewed by the Board. Carl Laymon made a motion to accept the minutes as written and was seconded by Brandon Maas. No discussion - the motion passed.

Treasury Report

The beginning balance on August 1 was \$49,281.81. Expenses totaling \$2,666.89 were incurred during the month, leaving an ending balance on August 31 of \$46,614.92. The Treasurer submitted to all Board members the following August financial reports: the Financial Account Balances report, the Account Activity report, the Reconciliation report and the Farmers State Bank business checking account statement. The Treasurer is establishing an on-line savings account. An application for a Chapter business credit card account has been made.

An amendment to the Finance Policy was drafted to regulate Chapter reimbursement for Board and non-Board members for auto mileage when conducting business on behalf of the Chapter. The amendment was discussed and approved at the August 29 Board meeting.

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. On August 4, the Treasurer submitted former Treasurer Kathy Choate's final financial report to Koppenhaver & Associates, PC for a special procedures review. The report was received from Koppenhaver & Associates, which summarizing their findings. This report was submitted to National and remittance of the dues sharing rebate is expected in September.

At the National VPPPA Conference in Orlando, a meeting was held between the Chapter Officers and National VPPPA Officers regarding missing Chapter financial records. Former Chapter Treasurer Kathy Choate has not returned the Chapter's financial records including 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. National Officers will contact Ms. Choate and request that she return the Chapter's financial records.

Brandon Maas made a motion to accept the Treasurer's report and was seconded by Carl Laymon. No discussion - the motion passed.

Committee Reports

By-Laws

The By-Laws were scheduled to be presented to and voted on for approval by the Chapter membership at the VPPPA National Conference in Orlando on August 29, 2006 during the Region VII Networking Meeting. However, upon further review of the Chapter By-Laws (section 1.1) meetings of the membership shall be conducted within the Chapter's geographical area. Therefore, a proposal for By-Laws revision will be presented to the Chapter membership and voted on for approval at the Region VII Conference in St. Louis, MO in May 2007.

A brief overview from the By-Laws Committee on the proposed revisions to date was presented to the Chapter membership at the Region VII Networking Meeting.

2007 Conference Planning

A contract was signed with the Sheraton Westport Chalet Hotel, to host the 2007 VPPPA Region VII Conference on May 21 - 23, 2007. Committee member Philip Chancellor, identified the Conference Planning Committee members and their roles as follows: Philip Chancellor - hotel; Betty Davis and Deb Hansen - soliciting workshops; Philip Chancellor and Jon Alexander - registration forms; Carol Schwartzkopf - sponsorship and vendors; Bob Kipping - guest programs and extra curricular activities; Bob Kipping and Philip Chancellor - keynote speakers and luncheon speaker for day one of the conference. Information regarding the Conference will be posted on the new Chapter website. This will include a link to the hotel website. This will allow us to periodically check the number and names of conference registrants. Conference registration forms need to be submitted to VPPPA National in November. The hotel has room for 30 vendors. The Committee will meet next on October 5, 2006.

Mentoring

To date, there are 97 VPP Star sites in Region VII, 33 in Iowa, 11 in Kansas, 36 in Missouri and 17 in Nebraska. Nebraska also has one VPP Merit and two Demonstration sites. The Mentoring Committee is now working with eight (8) companies in the mentoring program. Iowa companies include Victor Plastics and Cargill. Missouri companies include Hospira, Valspar, the National Nuclear Security Administration, the Office of the Secretary for Administration and Management, and Associated Packaging Technologies, Inc. Nebraska companies include Square D. and in Kansas - Utilities Contractor, Inc. is in the process of completing their mentoring application.

Carl Laymon indicated that he needs a list of Special Government Employees (SGE's) to assist in mentoring. Matt Gaines stated that he would send Carl SGE names from Kansas, Missouri and Nebraska. In an effort to facilitate greater participation in the Mentoring program, employees from sites attending the Application Workshop were contacted and informed of Mentoring program opportunities. Several sites have entered the program by way of this strategy. Finally, Jon Alexander indicated that Carl was recently appointed to the VPPPA National Mentoring Committee.

Workshops

A VPP application workshop will be held at the Safety Council of the Ozarks' fall conference. The venue is the Chateau on the Lake, Branson, Missouri. Matt Gaines, Tim Rakestraw - Superior Industries; and Phil Chancellor - Monsanto World Headquarters; will be leading the workshop.

Communication

An agreement was signed with Transformyx, Inc. to help build a Chapter website. Brandon Maas indicated that as of September 7, 2006, the website is up and running and can be found at the following web address: www.regionviivpp.org. Brandon requested that all information to be included on the new site be submitted to him. Matt Gaines inquired about posting a list of all VPP sites on the website. Brandon requested that Matt send to him the list of VPP sites and their contact information and it would be posted. Carol Schwartzkopf requested that the Chapter banner also be posted on the website. She indicated that she would send the jpeg to Brandon for posting. It was also suggested that the web site have links to the National VPPPA, OSHA and a link to the Region VII 2007 conference venue. Additional discussion took place regarding the official announcement of the website. Ideas mentioned include a mass e-mail and postcard to Chapter members, and mention in the VPPPA Leader magazine. Brandon indicated that he would pursue getting our website address posted on the VPPPA National website.

Membership

The Membership Committee to working to increase the membership by letters and phone calls. Committee members Rhonda Simmons and Marcie Wilson are documenting a list of VPP sites that are not Chapter members. Jon Alexander is preparing a letter to send to these sites, introducing them to the VPPPA and the benefits of chapter membership.

Old Business

A recognition award from the Chapter to new VPP sites in Region VII was discussed. This award is to replace the peace lily that the Chapter traditionally sent to all new Region VII VPP sites. The intent is for a Chapter Board Member or designee to attend the site's VPP Celebration and present the award. Jon Alexander recommended that the recognition award from Banana Splitz be considered. The cost of the award is \$26.25 each plus set up costs. (Post meeting note: Due to the challenges presented by the "award vendor", a new award will have to be researched.)

Carol Schwartzkopf made a motion to purchase this type of recognition award for new Region VII VPP sites and was seconded by John Izzolena. No discussion - the motion passed.

Carol Schwartzkopf will follow up on the purchase today. She will also pursue awards for all new Region VII VPP sites to get us caught up.

The Board also discussed the possible need for the creation of standard comments to be communicated by Board members or designees when presenting the Chapter recognition award at site VPP celebrations. Jon Alexander stated that he would prepare a draft for review and comment by the Board.

New Business

Chapter Secretary

With the resignation of Becky Hector on August 4, 2006, the Chapter Secretary position has been vacant. After a brief search, Monty Gartin of Cargill, Inc. surfaced as a candidate. Chapter Officers requested that Monty consider appointment to the Chapter Secretary position, and he subsequently submitted all required nominations forms in August. Jon Alexander distributed Monty's nomination forms to the Chapter Board of Directors requesting their review and preparedness to vote at the September Board meeting.

John Izzolena made a motion to appoint Monty as new Chapter Secretary and was seconded by Carol Schwartzkopf. No discussion - the motion passed.

New Directors-at-Large

Expansion of the Chapter Board of Directors to include two additional Directors-at-Large was discussed. Two Chapter members were mentioned as potential candidates for these two positions: Tim Rakestraw of Superior Industries in Pittsburg, KS; and Leland Green of Sherwin Williams in Andover, KS. Jon Alexander will provide more information on this matter at the next Board meeting.

New Committees

Two committees, one new and one mandated, were identified for implementation. The Awards & Recognition Committee shall establish a method for recognizing outstanding performance by both individuals and VPP sites. According to the By-laws, a Nominating Committee shall be appointed by the Board to recommend to the Board the names of persons to be nominated for election as Directors and Officers of the Chapter.

Carol Schwartzkopf made a motion to appoint Monty Gartin and John Izzolena as the Board Sponsors to lead the Awards & Recognition and Nominations Committees respectively and was seconded by Brandon Maas. No discussion - the motion passed.

Mentoring Workshop

Jon Alexander stated that a Mentoring workshop will be held in St. Louis, MO in October. There was discussion regarding the next Chapter Board meeting being held in St. Louis on the same date, providing Board members an opportunity to attend the Mentoring workshop. Jon will attempt to coordinate the timing of these two events.

Region VII Banner

Discussion was held regarding a Region VII banner for the Chapter. Carol Schwartzkopf remarked on the potential uses of a banner, the banner size (3' x 6'), the potential cost (\$150) and the possibility of going through Always In Mind, Inc. (AIM) to design and manufacture the banner.

John Izzolena made a motion to purchase a Region VII banner, as described above, and was seconded by Brandon Maas. No discussion - the motion passed. (Post meeting note: AIM offered to donate the banner if they could list at the bottom of the banner: *Compliments of AIM* - the Executive Board approved and the banner has been completed and received.)

Executive Board Members

According to the Chapter By-laws, the Chapter shall have an Executive Committee. The Committee's duty is to act on matters requiring expediency or privacy not practical for decision of the full Board, which committee shall have all of the authority of the Board of Directors except to the extent such authority is limited by the provision of the By-laws. The Executive Committee consists of the Chairperson, Vice Chairperson, Treasurer, Secretary, Director-at-Large Labor Representative from a Site with a Collective Bargaining Agent, and Director-at-Large Labor Representative from a site without a Collective Bargaining Agent. Therefore, the Chapter Executive Committee includes Jon Alexander, Carol Schwartzkopf, John Izzolena, Monty Gartin, Deb Hansen and Brandon Maas. Jon Alexander indicated that he will distribute an email to all board members explaining the Executive Board.

Next Meeting

The next meeting of the Chapter Board of Directors will be held on October 20, 2006 in St. Louis, MO.

Respectfully submitted,

Carol A. Schwartzkopf
Vice-Chair