



**Region VII Board of Directors Meeting
Conference Call 0830 hrs.
July 20th, 2007**

Present: Jon Alexander, John Izzolena, Brandon Maas, Carol Schwartzkopf, Cheri Delehant, Alex Tomash, Ken Matveia,
Absent: Matt Gaines, Dan Cruse, Shashi Patel, Leland Green,

Meeting brought to order by Jon Alexander at 0831 hrs.

May 2007 Meeting Minutes
Reviewed with no discussion
Motion to accept by Ken Matveia
Motion 2nd by Carol Schwartzkopf
Motion carried

Treasury Report - John Izzolena

The summaries below highlight the Region VII Voluntary Protection Programs Participants' Association (Chapter) monthly and quarterly financial activity through June 30, 2007:

FINANCIAL SUMMARY		
June 30, 2007		
	May 31, 2007	June 30, 2007
Beginning Balance	\$75,377.32	\$66,676.14
Revenue	1,475.00	48,545.43
Expense	10,176.18	37,340.80
Ending Balance	\$66,676.14	\$77,880.77

FINANCIAL SUMMARY					
FISCAL YEAR 2007					
	FY07 Q1	FY07 Q2	FY07 Q3	FY07 Q4	FY07 YTD
Beginning Balance	\$49,382.91	\$45,214.09	\$42,495.07	44,662.22	\$49,382.91
Revenue	0.00	791.48	4,930.38	80,970.43	86,692.29
Expense	4,168.82	3,510.50	2,763.23	47,751.88	58,194.43
Ending Balance	45,214.09	42,495.07	44,662.22	77,880.77	77,880.77

The following additional reports are attached:

- **Financial Account Balances Report:** a summary of all reconciled account balances (beginning, ending, debits, credits, interest earned and sequenced checks and receipts)
- **Account Activity Report:** a summary of all revenues and expenses
- **Reconciliation Report:** reconciliation between the business checking account bank statement and the checkbook.
- **Farmers State Bank Business Checking Account Statement**

The vast majority of fiscal year revenues and expenses were generated in the 4th quarter, and are generally related to the Annual Region VII Conference. Fourth quarter revenues of \$80,970.43 were derived from conference registrations, exhibitor fees, sponsorships and networking event fees. Expenses, generated in the same timeframe, of \$47,751.88 originated from conference hotel expenses, networking event, conference gifts, speaker fees, consultant fees, insurance, VPP certification recognition gifts, board meetings and supplies and postage.

The Chapter had an outstanding fiscal year, generating \$86,692.29 of revenue over expenses of \$58,194.43, resulting in a profit of \$28,497.86. This represents a 57.71% increase year-over-year in the Chapter account balance.

Motion to accept the report by Carol Schwartzkopf

Motion 2nd by Alex Tomash

Vote: Unanimous: Motion carried

Committee Reports

Conference Planning - John Izzolena

John Izzolena and Jane Whillock are working through a few final items related to the hotel contract. Revisions to the contract were submitted to Annette Rullman with the Downtown Marriott. It was noted there is a \$1000 fee for access to the facility for vendors. John Izzolena has requested this fee to be waived and is awaiting a response. The Freeman Group is the third-party vendor for conference set up. Work will begin with the Freeman Group after the contact is completed. Brandon Maas and Tom Hauber will begin working on a golf fundraising event to take place in conjunction with the Region VII Conference.

By-Laws - John Izzolena

No Report- There are proposed revisions to the national By-Laws. Once finalized a gap analysis will be completed to determine if the Region VII By-Laws will be impacted and if so what changes are necessary.

Mentoring - Ken Matveia

Shashi Patel, Alex Tomash, and Ken Matveia attend the University of Iowa Emerging Best Practices in Safety Conference on June 27th. The event is sponsored by the University of Iowa Facilities and Maintenance Department and the Heartland Centers for Occupational Safety and Health. The luncheon speakers included Don Guckert, Associate Vice President and Director, Facilities Management; Shashi Patel, IOSH Education and Consultation and VPP Coordinator Iowa; Ken Matveia, EHS Manager Cedar River Paper and VPPPA Board of Directors; and Todd Taylor, Iowa House District 34 and AFSCME Council 61 Representative. Alex Tomash presented at the general session.

During the Month Alex Tomash worked with Cascade Manufacturing, Cascade, Iowa. Cascade is looking to apply for VPP in the future. Information on the upcoming Application Workshop and the VPPPA was presented to the representatives from Cascade.

Cheri Delehant is working with Eaton Manufacturing in Shenandoah, Iowa. Eaton has completed application and is waiting on site evaluation.

Jon Alexander is currently working with Pitney Bowes, La Petite Daycare and Guckenheimer Food Service.

Ernie Nold is working with Chris Braamse at Valspar.

Four facilities have been identified to mentor over the next few months. These facilities include Steris Corporation (St. Louis, MO), Denali Construction (Cape Girardeau, MO), American Railcar Corporation (Jackson, MO), and Frito Lay (Columbia, MO).

Workshops - Carol Schwartzkopf

An application workshop is scheduled for October 18, 2007. Valspar in North Kansas City will host the event. Matt Gaines, Region VII VPP Manager will lead the team of instructors, that includes, Mike Murphy, Variform, Kearney, MO; Ernie Nold, Weyerhaeuser, St. Joseph, MO; and Superior Industries, Pittsburg, KS, will send a representative to assist. Due to the limited space, the workshop will be limited to 40 attendees. Carol Schwartzkopf is working with Chris Braamse at Valspar to coordinate the event. The cost for the workshop will be \$175.00. Monsanto will provide the application workbooks.

Communication - Brandon Maas

Brandon Mass is looking into a new service provider for the Region VII Webpage. Region VI currently uses this service. The cost to maintain the website is \$149 annually. This service will allow for storage of large volumes of pictures and documents. Carol Schwartzkopf suggested taking pictures at each Region VII event and posting the pictures on the webpage. Carol Schwartzkopf made a motion to pursue addition information on the web server provider, Alex Tomash second the motion. John Izzolena requested discussion on issues with the current provide. Brandon explained the capabilities and functionality is limited compare to the provider Region VI is using.

Membership -Jon Alexander

No Report-

Nomination - Alex Tomash

Three Director at Large positions remain open on the board. A focus on nomination from Nebraska and Kansas is needed to offer a well balanced membership. Alex Tomash has identified a few companies to contact. Alex Tomash work with Cheri Delehant and Leland Green to identify possible nomination from Nebraska and Kansas.

Awards and Recognition - Dan Cruse

No Report-

Old Business

The Finance Policy for Region VII will serve as the guidelines for the independent third party audit for Region VII. Jon Alexander will discuss will Kelli Heflin and Adam Pawlus the need to establish a third party audit process to be discussed at the Chapter Chair Committee for consideration prior to discussion with the National Board for possible use by all regions.

New Business

- Carol Schwartzkopf briefed the board on the proposal of an ethics committee to oversee accountability issues across all regions. John Izzolena suggested

Region VII take the lead to establish an ethics committee to serve as a model for other regions. A discussion on the establishment of an ethics committee will occur at the next Executive Board Meeting.

- Jon Alexander briefed the board on the Region VII Breakout Meeting at the Nation VPPPPA Conference. An introduction of board members followed by promotion of the 2008 conference and upcoming workshops will occur. Jon Alexander explained the prize auction. Attendees will receive doubloons which can be pooled with friend or colleagues. The highest bidder or bidding group will receive the prize. It was requested the list of prizes be added to the meeting minutes and are as follows;

Prizes (In no particular order)

- Free Region VII 2008 conference registrations (2)
 - Free tour of the Des Moines State Capitol Building
 - Additional Free Drink at the Region VII 2008 Vendor Reception (4)
 - \$200 towards your company's VPPPA dues
 - One free visit with The Safety Doctor
 - Dinner with the BOD - Sunday before the Region VII Conference
 - Hug and Kiss from the BOD member of your choice (2)
 - Sorry, you don't win a darn thing
 - \$25 VISA gift card (4)
 - Your company gets to donate \$300 to the Region VII Conference
 - Ball Cap from Complete Source
 - King or Queen of the Region VII 2008 Conference
- Jon Alexander discussed the option of providing business cards for Region VII Board Members. The business cards will contain contact information along with the Region VII logo and can be used at VPP events to assist with networking. Alex Tomash offered to assist with pricing and card template information.
 - Carol Schwartzkopf discussed the option of Region VII processing credit card transactions for conference registrations, workshops, expenses, etc. This is a competitive market and evaluation of service providers is needed. Carol volunteered to take the action to research the information.
 - Region VII VPP Celebration activities;
 - June 26th West Star, KS, Erie Nold will represent the region
 - July 18th Georgia Pacific, Monticello, IA, Monty Gartin will represent the region
 - July 19th GE Aviation, Larry Schmidt will represent the region.
 - July 12th Rockwell Collins, Wichita, KS, Leland Green will represent the region.
 - August 17th Clow Valve, Oskaloosa, IA
 - The Board will be meeting October 19th and 20th in Overland Park, Kansas to identify possible locations for the 2009 Region VII Conference.

Next Meeting

Conference call Friday August 17th, 8:30 - 9:30 AM

Motion to adjourn by John Izzolena

Motion 2nd by Ken Metveia

Respectfully submitted,

Alex Tomash