



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting
Conference Call
December 12, 2008**

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

Visitors:

Absent: Mike Murphy, Daniel Cruse, Brandon Maas, Matt Gaines, Shashi Patel

Meeting brought to order by Chair Jon Alexander at 0805 hrs.

Welcome and Introductions - Jon Alexander
No introductions necessary.

November Meeting Minutes – Dan Saathoff
No comments made on the minutes.

**A motion was made to accept the minutes by Carol Schwartzkopf.
Motion 2nd by Rod Swager.
Vote: Unanimous motion carried – no discussions**

Treasury Report – John Izzolena

Chapter financial reports are 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 November 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 Randy Bickford.
Motion 2nd by Tom Hauber.
Vote: Unanimous motion carried – no discussions**

Other Treasury business:

A discussion was held regarding the Treasury Reports being posted on the Region VII VPPPA web site. This method of disclosing Chapter financial reports may bring additional liability to the Chapter. Unrestricted visibility of Chapter accounts and balances may result in attempts to unlawfully obtain access to Chapter funds. To protect Chapter funds from this

type of potential criminal activity, the Board was advised, and later decided to discontinue reporting monthly financial reports through the Chapter website and remove current and historical financial records from the website. However, Chapter financial reports will still be made available to any Chapter member upon written request to the Treasurer and during the annual membership meeting at the Regional Conference. The board will send an email communication to all VPPPA members explaining the decision of not placing these records on the website. Tom H. will post the announcement on the web site and pull off all the archives of reports from the past.

FY09 Budget:

The Board of Directors reviewed and approved the proposed FY09 budget for the Chapter. According to the Chapter Finance Policy, prior to beginning of each new fiscal year, a budget will be prepared and approved by the Board.

A motion was made to accept the FY09 Budget by Ken Matveia.

Motion 2nd by Carol Schwartzkopf.

Vote: Unanimous motion carried – no discussions

Committee Reports

Sponsorship – John Izzolena

The sponsorship form was revised and is available on the Chapter website for organizations who wish to sponsor our conference. The committee is working on a solicitation and sponsorship strategy, which will be ready for the Board of Directors to review during the January 2009 meeting in Kansas City. Sponsorship is one of the six strategic objectives.

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. Randy Bickford has an individual recommended for this position however they are not eligible, as of yet. There have been many efforts to solicit a candidate for this position in email blasts as well as posting it on the web site. There has been no response to these attempts as of yet. The committee is looking for leads, recommendations or suggestions as to how to fill the position. Randy Bickford and Rod Swager suggested individuals that might be interested, however they are not eligible at this time. Ken Matveia also suggested an individual, but their company is not a member of the VPPPA. Ken will investigate this further and see if the company is interested in joining Region VII VPPPA.

Former Region VII Board member Monty Gartin is relocating to a VPP Star site in Nebraska and expressed interest in re-joining the Board.

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.

Conference Planning 2009 – Rod Swager and Randie Mendez

A meeting was held to cover the road map issues for the conference in Kansas City. The map was updated and everyone should now have a current copy of it for their reference. During the January Board meeting in Kansas City, the board will have a tour guide show us around the hotel.

The concern came up about how to address the hotel for a potential cancellation of the conference. The contract really doesn't protect the VPPPA in case there would be a drastic occurrence which would prevent the conference from occurring. However, the Chapter does have conference cancellation insurance through Show Stoppers.

Mentoring – Ken Matveia

There is a need for 18 mentors at this time. Three mentors are needed for Kansas, ten for Missouri, 3 for Nebraska and 2 for some other sites.

Communications – Brandon Maas, Ray Magruder and Tom Hauber

Region VII VPPPA website has included a 2009 Kansas City Conference page which has been updated. The committee is working on items to add to this page as well as the home page of the site.

More information is needed on the site regarding scholarships and the golf outing at the 2009 Conference in Kansas City. After the January Board meeting, there should be plenty of information available to be added to the site.

Membership – Randy Bickford / Rhonda Simmons

Membership dues are due at this time. There are 161 total certified locations. It was reported that 87 are full time members, 38 are non members and 25 are associate members. It would be good if someone would volunteer to join the membership committee for there is a need for another individual. If interested, let Randy Bickford know.

Awards and Recognition – Dan Cruse and Mike Murphy

Nothing to report at this time.

Work Shops (Other than Conference) – Carol Schwartzkopf

Nothing to report at this time.

Meeting Tasks – Dan Saathoff

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

MEETING ACTION ITEMS from August / September.

1. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members. (Jon Alexander)
2. Owners of each goal to put together plans to achieve their goal so the item tracking pin can be changed from red (no plan) to yellow (plan but not finished). (All owners of the goals) This needs to be ready by the meeting in January where each owner can present their plan to the Board of Directors.
3. All owners of each goal on the scorecard, please update the numbers by the January 2009 BOD meeting in Kansas City MO.

4. Place explanation of removing the VPPPA Treasurer's report from the web site and remove all past Treasurer's reports from the archives. (Tom Hauber)
5. Modify the Election procedure, By-Laws and Policies regarding the approval of the new Background check procedure. (John Izzolena)

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

Old Business

Background Checks – Dan Cruse

Background checks were discussed. The \$16 per district in question at the last meeting was answered. This will be a single \$16 charge for a nation wide check, not broken down into districts. Package "C" was of the most efficient choice for what the Board needed, which would only include executives and officers of the Board. This would total \$104 per background check. It was also discussed to either retro the background checks for the current board officers or to start out from now on for new officers. The Board agreed to commence background checks effective immediately and not conduct checks on the current executives and officers.

A motion was made to accept package "C" "for executives and officers" and to begin the practice from here forward, not doing checks on the current members, by Rod Swager.

Motion 2nd by Tom Hauber.

Vote: Unanimous motion carried – no discussions

John Izzolena will make revisions to the By-Laws and other applicable Chapter policies to reflect the background check requirements. Revisions to Chapter policies will be reviewed and approved by the Board at the January, 2009 Board meeting in Kansas City. Revisions to the By-laws will also be reviewed and approved pending final approval by the membership at the membership meeting during the 2009 Conference.

Strategic objectives:

The strategic objectives, with their assigned goals, will be presented by the owners at the January, 2009 Board meeting in Kansas City.

Archives:

Region VII VPPPA Data will need to be archived in the future. A backup mobile hard drive will cost from \$50 up to \$200. The board member could burn them on to a DVD as well, for a cheaper price, however the quality of storage would not be good quality. Flash drives could also be purchased for a more reasonable price as well. This will be discussed in January at the meeting in Kansas City.

New Business

None.

Meeting schedule:

The next meeting will be in Kansas City on Friday January 9th and Saturday January 10th, 2009. The hotel will be contacted to see if members could have the discounted price for the night of the 8th as well. Some individuals will be coming in the evening before. The following face to face meeting will be in Kansas City on Friday March 6th and Saturday March 7th, 2009.

Merry Christmas and everyone have a SAFE and Happy Holiday Season.

Meeting Closure:

Motion made to close by Ken Matveia

Motion 2nd by Rod Swager

Vote: Unanimous motion carried – no discussion

The meeting was adjourned at 0852 hours by Chair Jon Alexander

Respectfully submitted,

Daniel Saathoff