



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting  
Conference Call  
April 11, 2008**

**Present:** Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Leland Green, Ken Matveia, Rod Swager, Randy Bickford, Dan Cruse and Brandon Maas.  
**Visitors:** None  
**Absent:** Matt Gaines, Shashi Patel

**Meeting brought to order by Chair Jon Alexander at 0802 hrs.**

**Welcome and Introductions:**

The welcome was conducted by Chair Jon Alexander. No Introductions were necessary.

**March Meeting Minutes**

Reviewed with no discussion

**Motion to accept the meeting minutes was made by Leland Green**

**Motion 2<sup>nd</sup> by Carol Schwartzkopf**

**Vote: Unanimous 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 March 31, 2008:

| <b>FINANCIAL SUMMARY</b> |                          |                       |
|--------------------------|--------------------------|-----------------------|
| <b>March 31, 2008</b>    |                          |                       |
|                          | <b>February 29, 2008</b> | <b>March 31, 2008</b> |
| Beginning Balance        | \$72,816.11              | \$71,796.74           |
| Revenue                  | 1,954.44                 | 2,829.80              |
| Expense                  | 2,973.81                 | 2,309.13              |
| Ending Balance           | \$71,796.74              | \$72,317.41           |

| <b>FINANCIAL SUMMARY</b> |                |                |                |                |                 |
|--------------------------|----------------|----------------|----------------|----------------|-----------------|
| <b>FISCAL YEAR 2008</b>  |                |                |                |                |                 |
|                          | <b>FY08 Q1</b> | <b>FY08 Q2</b> | <b>FY08 Q3</b> | <b>FY08 Q4</b> | <b>FY08 YTD</b> |
| Beginning Balance        | \$77,880.77    | 75,618.62      | *72,331.11     |                | \$77,880.77     |
| Revenue                  | 1,615.69       | *2,779.55      | 5,269.24       |                | 9,664.48        |
| Expense                  | 3,877.84       | 6,067.06       | 5,282.94       |                | 15,227.84       |
| Ending Balance           | 75,618.62      | *72,331.11     | 72,317.41      |                | 72,317.41       |

Third quarter revenues were derived from sponsorships (\$2,000), conference exhibitor fees (\$940), VPPPA regional dues membership rebate (\$1954.44), and interest on Chapter investments (\$374.80). Expenses originated from insurance (\$462), conference supplies (\$19.05), consultant fees (\$510.74), conference gifts (\$1,293.64), networking and fundraising (\$500), conference speaker fees (\$425), exhibitors (\$1,287), gifts (\$50), and board meetings (\$735.51).

As of March 31, accrued interest on the Certificate of Deposit account is \$41.70. The next interest payment on the CD is June 20 and is projected to be approximately \$383.60.

**Motion to accept the Treasury report by Brandon Maas**

**Motion 2<sup>nd</sup> by Rod Swager**

**Vote: Unanimous Motion carried**

## **Conference Planning**

The Conference Road Map was covered in detail during this portion of the meeting. All information regarding this document will be entered and sent out to the BOD by John Izzolena.

During the Road Map discussion, there was a motion made to accept the Awards and Recognition Committee's recommendation for Superior Industries to receive the Dale Randall Traveling Award.

**Motion made by Leland Green**

**Motion 2<sup>nd</sup> by John Izzolena**

**Vote: Unanimous Motion carried**

The Nominations Committee will have the booth open for voting if there are nominations from the floor during the Business Meeting. Dan Saathoff will have individuals scheduled to man the booth at all times during voting hours. If there are no nominations from the floor or there is only one candidate for all open positions, the voting booth will be closed.

## **Committee Reports**

**Membership – Randy Bickford**

No report at this time.

**Mentoring – Ken Matveia**

Ken Matveia sent out the new mentoring report. Three new sites were added to the list, now with a total of 60 sites for mentoring. Two sites have dropped off due to becoming Star sites.

**Communications – Brandon Maas**

No report at this time.

**Nominations – Dan Saathoff**

On March 25, 2008, the second nomination solicitation letter for Board elections was sent to the membership and was posted on the web site. Nomination applications for six of the seven open positions were received prior to the April 7 filing deadline.

We regret to report that Leland Green will not be applying for the position of Labor Representative from a site with a Collective Bargaining Agreement. This position will become open at the time of the meeting. If there are recommendations for this position, nominations may come from the floor at the VPPPA Business Meeting on Tuesday May 20, 2008.

Michael Murphy was nominated for appointment to the position of Director-At-Large #5.

**Motion made by Carol Schwartzkopf**  
**Motion Seconded by Dan Cruse**  
**Vote: Unanimous Motion carried**

A letter will be sent to Mr. Murphy congratulating him on his new appointment.

**Background Checks – Dan Cruse**  
Background checks were tabled.

**Insurance for the Board of Directors –**  
Insurance for the BOD was tabled.

**Meeting Tasks – Dan S.**  
The meeting tasks were covered and the table was updated with the necessary changes.

**There was no OLD Business Discussed:**

**There was no NEW Business Discussed:**

**Next meeting schedule:**

**May 9<sup>th</sup>, 2008**, Teleconference starting at 8:00 am.

**Meeting Closure:**  
**Motion to adjourn the meeting by Leland Green**  
**Seconded by Randy Bickford**  
**Vote: Unanimous Motion carried**

The meeting was adjourned at 09:35 AM by Chair Jon Alexander.

Respectfully submitted,  
Daniel Saathoff

## **MEETING ACTION ITEMS from March.**

1. Evaluate filling the two open positions on the BOD. (Dan S)
2. Put together cost revenue sheet for Golf outing at the May conference. (Brandon M, Rod S.)
3. Solicit give away items for the conference bags from VPP site companies, such as chips, clips, small gifts, etc. (All)
4. Come up with requirements and policy for using background checks. (Dan C)
5. Forward email of different links to insurance companies for review. (Jon A)
6. Poster board set up in the lobby on Sunday night to announce the golf event. (Brandon M. / Rod S.)
7. Award for winning team at the golf outing. (Brandon M.)
8. Goal to have more vendors at the conference. (All)
9. Solicit more sponsors for the conference if possible. (All)
10. Letter sent to Mike Murphy welcoming him to the board of directors. (Dan S.)

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