



**Region VII Board of Directors Meeting
Teleconference
December 14, 2007**

Present: Jon Alexander*, John Izzolena*, Dan Saathoff*, Leland Green*, Ken Matveia*, Dan Cruse*, Rod Swager* and Tim Rakestraw*.

Visitors:

Absent: Carol Schwartzkopf, Randy Bickford, Brandon Maas, Shashi Patel and Matt Gaines.

Meeting brought to order by Jon Alexander at 1036 hrs.

Welcome and Introductions:

Conducted by Jon Alexander.

November 9, 2007 Meeting Minutes

Reviewed with no discussion

Motion to accept meeting minutes by Ken Matveia

Motion 2nd by Dan Cruse

Vote: Unanimous Approved: Motion carried

Treasury Report – John Izzolena

John Izzolena recognized Brandon Maas for all the work he has done reorganizing the treasury information on the web site. He has done a very nice job, not only for the treasury part but the entire web site.

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

FINANCIAL SUMMARY		
November 30, 2007		
	October 31, 2007	November 30, 2007
Beginning Balance	\$75,618.62	\$77,090.75
Revenue	2,047.06	647.05
Expense	574.93	330.13
Ending Balance	\$77,090.75	\$77,407.67

November revenues were derived from VPP Application Workshop registrations (\$525) and accrued interest on Chapter investments (\$122.05). Expenses came from financial institution annual fees for credit cards (\$50), VPP certification and recognition (\$80.13), and a national networking meeting gift (\$200).

On September 24, an audit of Chapter financial records for fiscal year 2007 (July 1, 2006 – June 30, 2007) was conducted by Koppenhaver and Associates, PC. The audit was conducted to comply with audit requirements stated in the Chapter Finance Policy. The audit report was received with no discrepancies noted.

John Izzolena suggested this document should be placed on the web site and it was approved. The audit was called a “special procedures audit”, recommended by Koppenhaver and Associates. This was an in depth assessment of the records and should be used in the future.

Motion to accept the report by Leland Green
Motion 2nd by Dan Cruse
Vote: Unanimous Approved: Motion carried

Committee Reports

Conference Planning - John Izzolena

A Conference Work Map was completed and distributed to all board members. This document needs to change periodically to assure continuous improvement. It will serve as a ready made strategy for new board members in the future to see what needs to be completed for a conference. Jon Alexander distributed this document to the Board of Directors a few weeks ago for review.

Event committee: Brandon Mass and Tom Hauber have been working on the golf outing. The golf outing is going to be held at the Legacy Golf Course, in the Des Moines area. Cost of the course is \$49 with a cart and practice range balls. Food prices are comparable to the other courses. An e-mail blast was sent to the membership to announce the outing and get an idea of participation.

The Monday evening vendor reception is still in planning stage.

The Tuesday evening event is in the planning stage. A comedian by the name of Kier has been contracted. The deposit was sent to him with the balance due in May. Rod Swager is in search of a D.J. for the second half of the evening entertainment. He had not heard back from Angela Cox-Wilson with Mid-West Speakers Bureau, so the D.J. is still in progress.

John Izzolena forwarded Carol Schwartzkopf a list of some one hundred eighty (180) potential exhibitors. Carol is reviewing the list and will send them an invitation to participate, along with the exhibitor's contract. We are hoping to have more than 50 exhibitors for the conference.

Keynote speakers – Sam Glenn was secured as a motivational speaker for the Tuesday morning General Session (he is asking to use 75 minutes for his presentation). Other speakers that usually participate are Chuck Adkins (OSHA's Regional Director) and someone from VPPPA National. This leaves approximately 30 minutes for our general session presentations such as the National Anthem, presentation of the flags, etc. If time is short, the VPPPA National representative can speak at the business meeting prior to the General Session.

Rod Swager will be checking with Paul Villane (former Executive Director of the VPPPA) to see if he will be interested in doing a keynote speech at our closing lunch on Wednesday. Shashi is working to help with a speaker as well, perusing the Governor of Iowa.

Workshops – Sue Eberle and Reggie Burke sent out a report that 9 workshops are committed for sure and another 9 have tentatively committed. Leland Green is awaiting a response from Chicago for another workshop. On Monday morning, there is a VPP applications workshop and that afternoon there is a workshop for maintaining VPP Star Status. There has been discussion of a "Train the Trainer" workshop for mentors. We would like to have 40 applications submitted for workshops and then pick the 28 that would best fit the conference theme.

Sponsorships –The sponsorship form has been placed on the web site. Keep in mind that corporate sponsorships are very important to the success of the conference. It is important for everyone to talk to companies to help out with the costs. All sponsors from last year will be contacted and ask for sponsorships again this year. If not money, we look to companies to donate other items that can be used to help make the conference a success.

Mentoring - Ken Matveia

Mike Murphy from the MO area has joined the mentoring team. They have sent out a mentoring list to the Board of Directors. They were organized by different states, alphabetically. If you see someone located in your neighborhood that could use help, please volunteer. There are a number of companies that are searching for mentoring assistance.

On January 15th a new group called the Safety Roundtable, which will be hosted by the Cedar Rapids area, will meet to promote the convention coming up in May. The Safety Round Table is a group of safety managers that work for companies in and around the Cedar Rapids area. There are about 30 members to this group and they meet around 8 times per year. In April, Cedar Rapids Paper will host the Eastern

Iowa Chapter of the ASSE to give a similar presentation and promote the convention as well.

Jon Alexander received an email from the VPPPA National Board about the Mentor of the Year Award. The letter asked if we could complete a form for mentoring activities to hand in to the National office so they could track the mentoring progress. Also, Ken Matveia will need to begin participating in the National monthly mentoring committee meetings. Jon Alexander will set this up for Ken.

There are four sites making application for the VPP. Eaton is sending theirs in towards the end of the month, La Petite Academy at Monsanto's World Headquarters has been recommended for Star, Frito Lay is finishing up their application and one other site has been recommended for Star. Monsanto will be the first location in Region VII to have four VPP participants at one site. La Petite is the first Day Care Center in the Nation to receive VPP certification. Congrats to La Petite as well as Monsanto on this accomplishment. The Board of Directors would like to challenge those in all areas with contractors to work with them and proceed towards this goal.

Workshops – Carol Schwartzkopf

There will be an application workshop conducted in conjunction with the conference during the month of May. The planning for this workshop is in progress for Des Moines, IA in 2008.

Communication – Brandon Maas

All website information has been updated. He is looking for more pictures of the sites during celebrations or other activities to put on the site. If you can help him with this, please do so.

Membership – Randy Bickford

We have an updated copy of VPP sites from Shashi (without contact information) and Jon Alexander will be sending that out to the Board of Directors. They are still in the process of contacting the VPP members, which are not part of the VPPPA, to join. This list could be put on the web site. This could help with mentoring or other VPP sites to call them for assistance. Perhaps we could get the contact information from Shashi to include with this list.

Nomination – Dan Saathoff

Currently two (2) Chapter Board positions remain open:

1. Labor Representative from a Site without a Collective Bargaining Agreement (CBA).
2. Director-at-Large 6 (election date 2008)

Dan Saathoff contacted a candidate with Variform of Kearney MO. He is in the process of getting the necessary approvals to run for the position of Director-at-Large 6. There were no other recommendations for the Site without a CBA.

Dan will also see if there is someone from Nebraska that might be interested in participating on the Board of Directors.

Awards and Recognition – Leland Green

Leland Green has been working on a list from Matt Gaines to order trophies for the new VPP sites and other awards.

For the Star Among Star award and others, we discussed how to we were to record the information to assure the sites that have applied for the respective awards are in good standing with OSHA and the VPP. There should be some type of process to verify the company standing. This was discussed with Matt Gaines. He does have a copy of their annual report that could be used. One of the sections of this report addresses their statistics. Could Shashi provide us with the same report? The recommendation for this year is to have them send in a copy of their 300 or 300A reports in with the application. The application could state that the information provided would be validated at a later date. This recommendation was approved.

Jon Alexander will revise the application to indicate those documents will be required for consideration for the Star Among Stars award and sent out for approval.

By-laws – John Izzolena

John Izzolena and team has completed the Phase I review and sent them out to the Board of Directors for review. There were seven sections that John Izzolena reviewed with the team. The remainder of the revisions proposed by National was basically word changes. Phase I changes were to align our By-Laws with National's. Phase II aligns § numbering with National. Once all revisions have been completed and approved by the BOD, they will be posted on the website for review by the membership. Final approval will be by vote of the membership at the Regional Conference in May.

Old Business

Articles of Incorporation – Still in progress.

Background checks - Dan Cruse submitted information concerning background checks. There are different costs for different levels of checks. This agenda item will be tabled until the January face-to-face meeting.

The Westin Hotel in Kansas City was chosen for hosting our 2009 conference. We held a meeting with them and they agreed to everything we asked for within the negotiation letter. The contract will be signed on Monday and sent. This will be discussed in more detail during the January BOD meeting. The final negotiations

and contract will be sent to Dan Saathoff to include in minutes, however no copies are to be distributed. Jon Alexander was also going to send the contract to the BOD.

New Business

The Executive board members attended the National board meeting in Washington D.C. last month. Dan Saathoff reported the minutes and has sent a copy to all Board of Directors. No questions or comments were presented.

Next Meeting

The next meeting will be January 25, and 26, 2008 in Des Moines, Iowa. This will be on Friday afternoon and Saturday Morning. The meeting will start at noon on the 25th beginning with a lunch meeting. We will continue the meeting on Saturday morning and end sometime late morning on Saturday the 26th.

The hotel will contact the members that are coming to verify registration information.

Motion to adjourn by Tim Rakestraw

Motion 2nd by Rod Swager

Vote: Unanimous: Motion carried

1158 hrs

Respectfully submitted,

Dan Saathoff