

**Region VII Board of Directors Meeting  
 Marriott Downtown Des Moines  
 January 25 and 26, 2008**

**Present:** Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Leland Green, Ken Matveia, Dan Cruse, Rod Swager, Tim Rakestraw, Randy Bickford, Brandon Maas, and Shashi Patel.

**Visitors:** Jane Whillock

**Absent:** Matt Gaines

**Meeting brought to order by Chair Jon Alexander at 1215 hrs.**

**Welcome and Introductions:**

The welcome was conducted by Jon Alexander. He introduced Jane Whillock to the group. Jane is with the Safety and Health Council of the Ozarks in Missouri and assists with the Region VII Conferences.

**December 14, 2007 Meeting Minutes**

Reviewed with no discussion

Motion to accept the meeting minutes was made by Ken Matveia

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

Vote: Unanimous Approved: 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 December 31, 2007:

<b>FINANCIAL SUMMARY</b>		
<b>December 31, 2007</b>		
	<b>November 30, 2007</b>	<b>December 31, 2007</b>
Beginning Balance	\$77,090.75	\$77,407.67
Revenue	647.05	126.63
Expense	330.13	5,162.00
Ending Balance	\$77,407.67	\$72,372.30

**FINANCIAL SUMMARY  
FISCAL YEAR 2008**

	<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			\$77,880.77
Revenue	1,615.69	2,820.74			4,436.43
Expense	3,877.84	6,067.06			9,944.90
Ending Balance	75,618.62	72,372.30			72,372.30

The December Treasure report was submitted to the Chair on January 25, 2008.

Second quarter revenues were derived from registration fees (\$4,025), and accrued interest on Chapter investments (\$370.74). Expenses originated from financial services and fees (\$962), office supplies and postage (\$133.35), website services (\$219.95), board meetings (\$347.12), VPP certification and recognition (\$305.98), advertising (\$350), gifts (\$2,546.74), conference speaker fees (\$4,250), conference gifts (\$533.19), and consultant fees (\$151.59).

Motion to accept the treasure report by Tim Rakestraw  
 Motion 2<sup>nd</sup> by Rod Swager  
 Vote: Unanimous Approved: Motion carried

**By-laws and Articles of Incorporation – John Izzolena**

**Articles of Incorporation:**

The new Articles of Incorporation were discussed with the group with no changes to be made. John Izzolena was commended for his great work on this document.

Motion to accept the new Articles of Incorporation by Randy Bickford  
 Motion 2<sup>nd</sup> by Carol Schwartzkopf  
 Vote: Unanimous Approved: Motion carried

**By-Laws:**

John Izzolena and team completed the new By-Law revision draft. The Board of Directors reviewed and approved the draft for placement on the website after section 3.12 revisions are made.

The revised By-Laws and a summary sheet that lists the proposed changes will be posted on the website. An email blast will be sent to the membership requesting that they go to the website to review and comment on the changes.

Motion was made to approve the revised By-Laws and have them placed on the website for review and comment by the membership prior to the conference.

Motion 2<sup>nd</sup> by Tim Rakestraw

Vote: Unanimous Approved: Motion carried

## **Committee Reports**

### **Conference Planning:**

#### **Logo for the Conference: Carol Schwartzkopf**

Carol Schwartzkopf and Dave Anderson of FLEXcon have been working on a 2008 conference logo. The BOD liked the logo concept but suggested that the wheat stalks be replaced with something that would better promote Iowa. Carol will continue working with the artist to achieve a final concept.

Shirts with the new logo were discussed but it was decided that there were too many challenges associated with selling or distributing shirts. The Board may consider shirts for board members and conference staff if the budget allows.

### **BREAK**

At this time (13:03) a break was conducted with Ms. Jill Hemphill. Jill is the Even Manager for the Des Moines Marriott Downtown Hotel. She led the group on a tour of the meeting rooms, breakout session rooms and registration area.

At 13:30 Paulette Lester, the Greater Des Moines Convention Services Manger, provided a presentation for the BOD. She visited about the help that the Bureau could provide. She has individuals to help with whatever we would need, including registrations, or just about anything. For every 100 sleeping rooms we would get 4 complementary hours of service. Extra hours would be rated at \$10 per hour for each individual. She asked that the shifts be a minimum of 4 hours in length and asked for a 2 weeks notice if help was needed. Her web site is [www:SeeDesMoines.com](http://www:SeeDesMoines.com) for further information.

## **Committee Reports (Cont. after Break)**

### **Conference Planning – John Izzolena**

There are three classes of registration – Membership, Board members and Compensated People (such as Government employees). The Board of Directors must register for the Region VII conference. If the BOD attends the National Conference, they will get a reduced rate and must register for it as well.

**Audio Video** – Brandon will address audio video events with plans to have many more things going on such as lights, sound, etc.

**Awards and Recognition** – There was a new list of Region VII VPP Sites presented during the meeting. Leland Green is handling the awards to assure we have enough for the new VPP members as well as for special programs such as the Star Among Star Award.

**Events** - There are three main Events taking place during the conference.

1. **Golf** - Brandon, Tom and Rod are leading this event. It is at the Legacy Golf Course in South Des Moines (Norwalk). The team discussed all the details of the event and is to put together a cost revenue sheet for the outing.
2. **The Tuesday evening reception** - Rod is leading this event which will focus on the entertainment by Kier and a Disc Jockey. Jill Hemphill will handle all stage requirements for Kier. Rod will introduce him to the group. The DJ will just do music and possibly a simple “Name that Tune” game as well, if it fits in.
3. **The Monday night vendor reception** - Carol and Jane will lead this event and determine the food items to be served.

**Exhibitors** – There was an email blast sent out by Carol Schwartzkopf. Responses are beginning to come in. There are four exhibitors signed up for sure, with a potential total of sixty for the conference. Another email blast will be sent out to the exhibitors about where to get the information for registration as well as their interest in possibly sponsoring the different golf holes for the golf outing. If you have a new exhibitor interested, please send their contact information to Carol.

**Keynote speakers** – Shashi will follow up with the Iowa Governor and the Mayor of Des Moines to see if they can participate as a speaker or write a letter to the VPPPA to enter into the conference publication. Sam Glenn, a motivational speaker, and Paul Villane will be speaking during the opening or the closing meeting. Sam will create a chalk drawing during his presentation. We could possibly give this away in a drawing during the closing meeting.

**Sponsors** – The BOD was asked if they knew of any businesses that could be willing to pay or help with payment for the speakers. There is a sponsorship form on the web site that has the necessary information they will need to take part. Tim Rakestraw and Dave Anderson will help out with the sponsorship materials.

**The Conference Planning Road Map was discussed.**

**Registration** – There was not much needed at this point for discussing registration. Carol was going to invite Cheri Delehant to the March meeting to visit more about this section. The registration for the conference in Region VII is posted on the National Web Site. There were no supplies needed at this point.

**Workshops** – We need to continue working on the different types of workshops. Applications, mentoring, maintaining Star, etc. were among some of those discussed. Shashi asked if one could be done with a panel of three plant managers to discuss VPP/Management support. April 4<sup>th</sup> is the cutoff day for workshop applications. We would like to see a wide range of Topics, including best practices, VPP processes, etc. and want as many sites to present if possible.

**Refer to the updated Road Map for all other discussions on the planning document.**

**Meeting concluded at 17:22 on Friday.**

**Saturday, January 25<sup>th</sup>, 2008 meeting began at 07:30.**

**The meeting was brought to order and a discussion regarding finishing up the Road Map document was to be concluded.**

**Mentoring** – There are three new committee members on this team, two from Iowa and one from Missouri. There have been many activities concerning mentoring:

Cedar Rapids Safety Roundtable was conducted with 40 members meeting.

John Izzolena presented information to the Columbus NE Area Safety Council.

Frito Lay was being visited this week. Monsanto KS was approved for recommendation and two more visits were coming up, including Eaton Corporation in Shenandoah, Iowa and KCP and C of Kansas City. The mentoring list was discussed. A presentation for these types of meetings will be sent out for other BOD presentations.

**Communications** - By-laws, Vendors and Star-Among-Star items were discussed. The conference Road Maps and items about Des Moines will be put on the web site. Letters to the membership will be sent out and a link will be put onto our website that will send them directly to the registration site on the National website.

**Membership** – 43 of the 120 VPP sites in Region VII are not members of the VPPPA. 66% are members of the VPPPA. Emails were sent out of the 5<sup>th</sup> of November and the 25<sup>th</sup> of December describing the new board. More personal phone calls are to be made.

**Nominations** – We covered all the open positions and letters. There is interest in the Director-At-Large #6 from Nebraska. Paper work is on its way.

All BOD members in contested positions will be sent all the application information for them to fill out in order to be eligible for the May voting. Also, all required documents for seeking a position on the BOD will be sent to the membership via the website.

**OLD Business**

The Finance Sub-Committee of the Chapter Chair Committee has held two meetings to date. The sub-committee has been charged with the development of financial policies and procedures and/or guidelines to be followed by all Chapters. Once a draft is finalized, it will be presented to the National BOD for review and approval.

**Background checks** – Dan Cruse provided information concerning background checks for all BOD members. After discussing, it was decided that only the officers would participate in this program. Dan Cruse will develop a policy to move forward with this new requirement. Once the policy is developed, it will be formally approved by the BOB.

**Board insurance** – The issue was brought to the attention of the BOD's that there is a for liability protection insurance. There are several options from various companies. Tim Rakestraw will forward information to the board for review so it can be discussed further at our next meeting.

### **New Business**

The Board began the process of developing a Strategic Business Plan leading into budgeting. This was an effort to create goals, objectives and targets for a 3 to 5 year plan. A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis was conducted during this time. Breakout sessions were conducted and John Izzolena kept all SWOT lists.

The BOD reviewed the Region VII Purpose as stated in our By-laws and approved it to be still valid with no adjustments to be made at that time.

The BOD will review the list of SWOT items and search for 8 items they want to work on in the areas of opportunities and weaknesses. From that list, John will email to everyone the top 8 prioritized items. This will be discussed at the next site meeting on March (7<sup>th</sup> and 8<sup>th</sup>). We will look at these 8 items and select the most important factors, coming up with actions to address each item in the next 3 to 5 years. We will also need to identify how we are going to measure each one, whether by dollars, percentages or some other means of measurement. We will then take the long term goals and create short term objectives from them, what can we accomplish in 2008, in 2009 and so on.

### **Next meeting schedule:**

**February 15, 2008**, Teleconference starting at 8:00 am

**March 7<sup>th</sup> and 8<sup>th</sup>** meeting back in Des Moines – Friday start at noon and Saturday start at 7:30 am. John will set up the meeting with the Hotel.

**April 11<sup>th</sup>, 2008**, Teleconference starting at 8:00 am.

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

**Meeting Closure:**

Motion to close the meeting by Randy Bickford  
Seconded by Rod Swager  
Adjourned by Chair Jon Alexander  
The meeting closed at 11:40 am.

Respectfully submitted,

Dan Saathoff