

**Region VII Board of Directors Meeting  
 Conference Call  
 June 13, 2008**

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

**Meeting brought to order by Chair Jon Alexander at 0803 hrs.**

**Welcome and Introductions:** - Jon Alexander  
 The welcome was conducted by Chair Jon Alexander. No Introductions were necessary.

**May Meeting Minutes** – Dan Saathoff  
 Reviewed with no discussion.

**A motion was made to accept the minutes by Ken Matveia.  
 Motion 2<sup>nd</sup> by Rod Swager.  
 Vote: Unanimous Motion carried**

**Treasury Report** – John Izzolena  
 The summaries below highlight the Region VII Voluntary Protection Programs Participants' Association (Chapter) monthly financial activity through May 31, 2008:

<b>FINANCIAL SUMMARY</b>		
<b>May 31, 2008</b>		
	<b>April 30, 2008</b>	<b>May 31, 2008</b>
Beginning Balance	\$72,317.41	\$141,883.81
Revenue	70,645.00	1,035.00
Expense	1,078.60	4,727.93
Ending Balance	\$141,883.81	\$138,190.88

May revenues were derived from fundraising event sponsorships (\$550) and conference exhibitor fees (\$485). Expenses came from VPP certification recognitions (\$126.17), speaker supplies (\$104.36), conference supplies (\$227.04), speaker fees (\$3,905.54), board meetings (\$319.88), and consultant fees (\$44.94).

As of May 31, accrued interest on the Certificate of Deposit account is \$304.38. 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 Carol Schwartzkopf  
Motion 2<sup>nd</sup> by Dan Cruse  
Vote: Unanimous Motion carried**

**Conference Planning – John Izzolena**

A document containing the make up of committees and their responsibilities for all conference planning committees was sent out by John Izzolena. This was to know who was in charge of the teams, give them a higher level of responsibility for their team and empower them and others to take charge of these teams / committees to continuously improve them. The focus is to expand the committees to members outside the BOD, get more involvement from the membership, expand the committees by getting representation from all four states of the region and share responsibilities to include as many members as possible to improve all aspects of the conference. Each of the committees must track and maintain their records for these committees, perhaps, for example, by creating binders or file folders.

**Conference Committees:**

The BOD was presented with the members listed in charge of each committee. The committees are encouraged to create sub-committees where needed, having them report back to the original committee upon completion of their assignment. Every Board member leading a team has the power to solicit others to help on their committees. The leaders are encouraged to create strategies, goals and plans of how they are going to reach those goals. For example, for the conference planning committee, create a sub-committee to take care of the “Keynote Speaker”. Once there are two or three choices, the sub-committee recommends them to the committee members and the committee then reports to the BOD at the monthly meeting, their recommendations.

**Workshops:**

For workshops/presentations in Kansas City, it was recommended that the time tables on all the workshops were moved to a sooner date so when people were requesting to register and wanted to know what the presentations consisted of, we would have that information to share with them. People want to know what the presentations will be about before they register for the conference.

**Exhibitors:**

For exhibitors, it was recommended that we expedite their registration if possible. There is an extensive list of exhibitors created on an Excel sheet to use for the up coming conferences. Carol Schwartzkopf suggested sending letters and contracts out to the 2008 exhibitors in October or November so they can register and pay for registration prior to the end of the calendar year. With this request, it was suggested they receive a discount for early registration. After this deadline, send out an email blast to all the rest and then ask them to register. If they beat a deadline, they could receive a discount as well.

**Conference Planning Committee:**

The Conference Planning Committee (Rod and Randie) should hold a meeting monthly and report to the BOD during their monthly meeting on what is happening within their area of responsibility, such as estimating registrations, sub-committees recommendations and what

they are doing, seeing where improvements can be made from the 2008 survey information, etc.

### **Wrap up – 2008 Conference:**

John Izzolena presented a wrap up of the 2008 conference for the BOD. He thanked many individuals who helped make the event the success it was, such as Brandon for all the AV work and putting things together, Rod and Brandon for pulling off the golf outing, and Cheri for all the team registration desk work, which was flawless. There were many others to be recognized for their individual accomplishments as well. Great job to all.

#### Evaluations:

The evaluations were compiled together by Dan Saathoff and the tables were distributed to the BOD. The ranges of ratings for the workshops were from 4.1 to 4.6 with an average of 4.35. These were very positive numbers. Jon Alexander will send out the evaluations to the individual workshop presenters. This is to be put on the road map for next year as well.

#### Registration and attendance:

Registration and attendance significantly increased this past conference. Records showed that registration revenue was up 45% over last year and 151% over the 2006 conference. The attendance for the conference was up 42% over last year and 116% over that of 2006. Iowa Labor Commissioner Dave Neil has been very complimentary about the VPPPA conference, how well it went and how appreciative he was of our group for making it happen.

### **2009 conference Theme:**

The theme for the 2009 conference in Kansas City, that was chosen, is “Fountains of Knowledge”. Rod and Randie will begin working on the logo for this conference. They are also working on a list of Keynote speakers for the event.

### **Mentoring – Ken Matveia**

The Excel spread sheet has been updated and distributed for mentoring sites. There are two new mentors joining the group. One individual is from Monsanto and one from Quaker Oats.

### **Communications – Brandon Maas**

The Web-site needs to be updated and Brandon will ask if Tom Hauber can help him with this. We have all the photos from the conference but there are too many and they are too large to put all onto the site. Brandon will reduce them and put them on the site.

Place on the road map for the future to hire a Photographer for the event. We paid the individual in Des Moines \$20 per hour for a total of \$400. Try to keep it close to this amount if possible.

### **Membership – Randy Bickford**

No report for this meeting.

### **Nominations – John Izzolena**

The nominations committee has recommended to the board of directors Mr. Tom Hauber as a candidate for appointment by the board for the position of Labor Representative from a Site Without a Collective Bargaining Agreement.

A motion to appoint Tom Hauber was made by Ken Matveia

Seconded by Brandon Maas

Do discussion

Motion carried. Welcome Tom Hauber to the Region VII BOD.

John Izzolena will send a letter to Mr. Hauber congratulating him on his new appointment.

A discussion was held about the number of directors on the board. A total of 17 members were discussed. We currently have 14 members with the addition of Tom Hauben. Still open is the Labor site with a Collective Bargaining Agreement. There are no other openings at this time. Discussion was held concerning opening one more Director – At – Large position, which would be #7. It is not clearly stated that the Ex Officio officers are to be counted.

It was decided to create the DAL #7 position. Brandon will post an appointment solicitation letter on the web sit to notify members of the new position. Likewise, Rod will distribute the letter to members through an email. Nominations will be closed on July 14.

### **Awards and Recognitions: Dan Cruse and Mike Murphy**

Scholarship funds:

It was recommended that we offer two \$5000 scholarships to individuals. These would be paid directly to their school for tuition and room and board. The scholarship would read “Up to” \$5000. It was recommended that they are actively earning a degree in Environmental Health and Safety or some type of secondary degree in the trades such as electrician, plumber, or welder?

The National Association gives four EH&S scholarships. They get around 30 to 40 applicants. We will find out what their qualifications are and the committee will provide the BOD their recommendations at the next meeting.

Evaluations of Applications: Talk of a third party was to be used picking the winners of these scholarships. The committee was to solicit members of the association to help with the review, five people or so, and pick the winners.

The BOD will vote on the scholarship information as provided by the committee at the next BOD meeting.

### **Workshops – Carol Schwartzkopf**

An applications workshop will be held at Lozier in Omaha, Nebraska on October 16, 2008.

### **Meeting Tasks – Dan Saathoff.**

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

**MEETING ACTION ITEMS from April.**

1. Come up with requirements and policy for using background checks. (Dan C)
2. Place these evaluations and the responsibility of sending them to all the workshop presenters / speakers on to the Conference Road Map. (Rod S).
3. Send letter to Mr. Tom Hauben congratulating him on his appointment to the BOD. (John I.)
4. Place on the web site a new DAL #7 opening within the BOD. (Brandon)
5. Work on Logo for the Kansas City Conference with the theme. (Rod and Randie)
6. October or November – send letters to exhibitors for the May 2009 conference. (Carol S)
7. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members. (Carol S)
8. Conference planning committee to meet monthly to prepare for BOD meeting and report updates to the BOD. (Rod S)
9. Place on the Road Map to hire a photographer for the future conferences. (Rod)

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

**OLD Business Discussed:**

D&O Liability Insurance was discussed. An agent from Independent MO was going to call Jon Alexander today to get a quote. It usually runs about \$800 per year.

Background checks by Dan Cruse was tabled.

**NEW Business Discussed:**

Need to think about what the group wanted to do at the National Breakout Session. Want to conduct something fun for the participants, talk about the scholarship, and many other items. The meeting is scheduled to last about 1:45 minutes. Next meeting we will discuss what to do during this time.

**Next meeting schedule:**

**Next Meeting:**

The next meeting will be by Friday July 11<sup>th</sup>, 2008. (8:00 am Teleconference)

**Meeting Closure:**

**Motion to adjourn the meeting by Dan Cruse**

**Seconded by Carol Schwartzkopf**

**Vote: Unanimous Motion carried**

The meeting was adjourned at 0917 hours by Chair Jon Alexander.

Respectfully submitted,  
Daniel Saathoff