



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting
Marriott Downtown Des Moines
March 7 and 8, 2008**

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

Visitors: Jane Whillock, Joe Mullen with IOSH

Absent: Matt Gaines, Dan Cruse,

Note one: Tim Rakestraw has resigned from the board of directors. Good luck to him with his future plans. His contributions were much appreciated.

Note two: Visitor Joe Mullen was absent on Saturday March 8th.

At 11:00 am, the board met with Ms. Jill Hemphill to discuss Hotel arrangements for the upcoming Region VII annual conference.

Meeting brought to order by Chair Jon Alexander at 1220 hrs.

Welcome and Introductions:

The welcome was conducted by Chair Jon Alexander. He welcomed and introduced Joe Mullen to the group. Joe is a Team Leader / Senior Industrial Hygienist with the Iowa Division of Labor Consultation and Education Bureau. The group introduced themselves to Joe.

An announcement was made by Leland Green that as of today, Sherwin Williams was a new member of the VPP Star Program. Congratulations to Leland and his company.

January Meeting Minutes (there was no February meeting / minutes)

Reviewed with no discussion

Motion to accept the meeting minutes was made by Ken Matveia

Motion 2nd 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 January 31, 2008:

FINANCIAL SUMMARY		
February 29, 2008		
	January 31, 2008	February 29, 2008
Beginning Balance	\$72,331.11	\$72,816.11
Revenue	485.00	1,954.44
Expense	0.00	2,973.81
Ending Balance	\$72,816.11	\$71,796.74

On February 11, the regional membership dues sharing rebate for fiscal year 2007 was received from VPPPA National Controller, Eric Nielsen in the amount of \$1,954.44. VPPPA National processed \$42,588.75 in total dues for Region VII during FY07. Of this amount, \$3,500 is from Affiliate members and is not counted in the rebate. This leaves \$39,088.75 in dues available for the regional rebate of 5 percent, equaling \$1,954.44. Expenses came from consultant fees (\$252.96), conference speaker fees (\$425), conference grand prize gifts (\$1008.85), and exhibitor booth setup fees from the 2007 conference (\$1,287).

As of February 29, accrued interest on the Certificate of Deposit account is \$288.31. The next interest payment on the CD is March 20 and is projected to be approximately \$374.80. We are paid interest quarterly on this CD. We should have about \$745 interest earned on the \$30,000 CD year to date. We only report the interest quarterly as it is deposited into the account. It is a 10 month CD with interest just over 5%.

Motion to accept the Treasury report by Leland Green

Motion 2nd by Brandon Maas

Vote: Unanimous Approved: Motion carried

Strategic Business Planning (SBP) Session – John Izzolena

At 1230 hours, three hours were set aside for the group to discuss and finish the Strategic Plan for Region VII. This process began in our January meeting. The Board split up into two teams, led by Jon and Carol respectively to identify what strengths, weaknesses, opportunities, and threats (SWOTS) we need to address. The SWOTs were prioritized, with action plans to be created.. Ultimately, we will establish our goals and objectives for the new fiscal year. The group decided for the plan to also include three year goals and actions to achieve them. See documentation provided by John Izzolena summarizing the SBP.

Top 5 SWOTs were:

1. Conference
2. Membership
3. Mentoring
4. Chapter Funds
5. VPP certification process in Iowa

Work on the SBP process concluded approximately 4:30 PM, and the remainder of the day's agenda was addressed. The SBP meeting will continue on Saturday morning to complete the exercise.

Committee Reports

Membership – Randy Bickford

Sixty-six percent of the VPP sites in Region VII are members of the VPPPA. Twenty-nine (29) Region VII VPP sites are not members of the VPPPA. Letters will be sent to these sites to invite them to join the VPPPA and to invite them to the 2008 conference. VPP sites that are VPPPA members will be posted on the Chapter website.

National Chair Meeting – Jon Alexander

Jon A. brought up how the National Board could assist the regions to increase their membership. A recommendation was made by a chapter chair, during a chair committee meeting, to increase the rebate percentage given back to the regions for extra monetary support. If increasing the rebate is not accepted, the National Board would be asked to find other methods to support the regional membership. It was also recommended to the chapter chair group that the National Board could donate \$20,000 to each chapter to be used for better quality of speakers for the conferences or some other conference improvement. This would benefit everyone. This topic will be on the chapter chair agenda during their next meeting.

Mentoring – Ken Matveia

Ken provided the Board with a list of companies seeking VPP through January 28th, 2008 and assigned mentors for each site. Ken will place column and row lines into this document to line up the company sites with their contacts and addresses. Anyone interested in assisting this sub-committee should visit with Ken for further instruction. Ken discussed a few mentors and who these individuals were working with to meet the requirements for VPP.

Communications – Brandon Maas

Brandon is adding to the Chapter website a list of all VPP sites and whether or not they are VPPPA members. He is also adding to the website a registration form for the conference golf outing. An email blast will be sent out as well. Monitoring the counter on the Region VII VPPPA website indicates an increased daily use.

When someone goes off the Board, such as Tim or Cheri, something needs to be mentioned on the website to recognize these individuals for their contributions to the Chapter. This will help keep our membership up to date regarding current Board membership. The thought was to continue our open and honest communications to the membership. This information will be left on the website for about a month – and then it can be taken off.

Nominations – Dan Saathoff

On March 25th, 2008 we will send out the second nomination solicitation letter for membership and also post it on the web site. Dan mentioned that he has received two applications for the upcoming election in May. Applications received are for the #4 and #6 Director–At–Large positions. As a reminder; all applications for positions are due by April 7, 2008. If you have not retained the forms, they can be found on the website as well. Dan will send an “appointment” application to an individual to fill the Director–At–Large #5 position opened by the recent resignation of Tim Rakestraw. This appointment will be considered after the elections in May. If filled, the position will be up for re-election in 2009.

By-Laws – John Izzolena

The suggested revisions to the By-laws, made by the Board during the last meeting, have been incorporated. John will send a final draft of the By-laws and a revision summary to Brandon Maas to post on the website. An email communication will be distributed to the membership requesting their review and comment. The membership will have until April 9 to provide comments regarding the By-law draft. At the completion of this review period, the Board of Directors will review the responses, determine if they are valid, and make revisions as necessary. After this final review, the amended By-laws will be ready for membership vote at the May meeting.

Background Checks – Dan Cruse

Background checks were tabled.

Insurance for the Board of Directors – Tim Rakestraw (replacement needed)

Insurance for the BOD was tabled.

Jon will forward an email to the BOD the different links to insurance companies for review.

National Finance Policy Update – John Izzolena

The Finance subcommittee worked through the Chapter Chair committee to provide a draft Financial Policy for National and all regions to the National Board. The National Board decided to approve the document as a guideline available to all the Regions for use. We would like the National Board to acknowledge an approved type of accountability to the regions for financial responsibilities. John was recognized for putting a lot of working into this policy and it was greatly appreciated by the BOD.

The meeting was adjourned for Friday at 5:30 PM. The meeting will start Saturday morning at 7:30 am with breakfast provided.

**Minutes for BOD meeting on Saturday morning, March 8th, 2008.
Meeting began at 7:40 am.**

Special Government Employee conversation

A discussion was held regarding the use of Special Government Employees (SGE) in Iowa, including those things that can be done to use them and how the VPPPA Board can assist Iowa with improving their VPP certification process.

Strategic Business Planning

The Board continued the meeting by working on and finishing the strategic business planning process. This concluded approximately 8:55 am. The final product is a business plan that includes the top five priorities for the Chapter, and actions to address each with and short-term (FY 2009) and long-term (three year) goals identified in measurable terms. John Izzolena will provide the finished document to the entire Board in the near future. The group did an exceptional job with the process. This was the first time this type of activity was conducted. John did an excellent job leading the process and the entire group came away with many new opportunities to work on in the future.

Conference Planning:

The Conference Planning Road Map: (Refer to John Izzolena's road map for specifics to these items.)

At 09:10 the group moved on to a discussion about the conference road map. Jill is to send Jon a copy of the hotel map. This will be used for the conference.

There was no OLD Business Discussed:

There was no NEW Business Discussed:

Next meeting schedule:

April 11th, 2008, Teleconference starting at 8:00 am.

May 9th, 2008, Teleconference starting at 8:00 am.

Meeting Closure:

Motion to close the meeting by Ken Matveia
Seconded by Carol Schwartzkopf
Adjourned by Chair Jon Alexander
The meeting closed at 11:51 am.

Respectfully submitted,

Dan Saathoff

MEETING ACTION ITEMS from March.

1. Lead sponsorship efforts - Tim will solicit sub committee members. Jon will change contact information on the form to be posted on the website. (Tim R. / Jon A.)
2. Solicit 28 workshops for the conference. (team)
3. Evaluate filling the two open positions on the BOD. (Dan S)
4. Put together cost revenue sheet for Golf outing at the May conference. (Brandon M, Rod S)
5. Follow up with the Iowa Governor and Labor Commissioner as far as speaking availability at the May conference or even letters to place in the program. (Shashi P)
6. Solicit give away items for the conference bags from VPP site companies, such as chips, clips, small gifts, etc. (All)
7. Applications for BOD are due back to Dan S by April 7, 2008. (Dan S)
8. Come up with requirements and policy for using background checks. (Dan C)
9. The mentoring list, place lines in the columns and rows to assist in lining up the different companies with their representatives and addresses. (Ken M)
10. Email blast sent out for the golf outing. (Brandon M)
11. Send appointment forms for Director-At-Large #5 to Mike Murphy. (Dan S)
12. Send draft of the new By-laws to Brandon (John I)
13. Put on the website and send email blast to the membership to review the new By-laws before the vote at the May meeting. (Brandon M)
14. Forward email of different links to insurance companies for review. (Jon A)

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