



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting
Conference Call
November 7, 2008**

Present: Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Randie Mendez, Mike Murphy, Rod Swager, Daniel Cruse, Randy Bickford, Brandon Maas, Tom Hauber, and Ken Matveia.
Visitors: Joe Mullen
Absent: Ray Magruder, Matt Gaines, Shashi Patel

Thank you to Randie Mendez for taking notes for a portion of the meeting.

Meeting brought to order by Chair Jon Alexander at 0745 hrs.

Welcome and Introductions - Jon Alexander
Mr. Alexander welcomed Joe Mullen to the meeting.

August Meeting Minutes – Dan Saathoff
No comments made on the minutes.

A motion was made to accept the minutes by Rod Swager.
Motion 2nd by John Izzolena.
Vote: Unanimous motion carried – no discussions

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

FINANCIAL SUMMARY		
October 31, 2008		
	September 30, 2008	October 31, 2008
Beginning Balance	\$114,689.05	\$114,603.23
Revenue	1,084.13	778.60
Expense	1,169.95	403.52
Ending Balance	\$114,603.23	\$114,978.31

October revenues were derived from VPP Application Workshop registrations (\$175) and interest on Chapter investments (\$603.60). Expenses came from board meetings (\$134.17), VPP certification recognition (\$58.45) and mentorship and workshops (\$210.90).

As of October 31, earned interest on the CD account is \$603.60. Accrued interest on the CD account is \$39.67. The next interest payment on the CD is January 24, 2009 and is projected to be approximately \$608.33. Accrued interest on the savings account is \$38.07. The next interest payment on the savings account is December 31 and is projected to be approximately \$116.74.

A motion was made to accept the Treasury Report by Ken Matveia.

Motion 2nd by Randy Bickford.

Vote: Unanimous motion carried – no discussions

Committee Reports

Sponsorship – John Izzolena

There was nothing to report at the time of this meeting.

Nominations – John Izzolena

Region VII is looking to fill the position of Labor Representative from a Site with a Collective Bargaining Agreement.. John Izzolena has knowledge of a person that could be available to be in a Director at Large position in the near future.

Conference Planning 2009 – Rod Swager and Randie Mendez

Rod Swager met with the Westin Crown Center in Kansas City last weekend and toured the facilities. Rod Swager stated he toured the exhibitor's hall as well as the workshop rooms. He stated that Westin personnel were very hospitable during his visit.

Gary Zelesky has been chosen as the keynote speaker for the 2009 conference in Kansas City. Gary has been contracted and a deposit has been made. It was brought to the Board's attention that while at the Governor's Safety Conference, their keynote speaker was David Okerlund. Rod Swager, Ken Matveia and John Izzolena commented how great he was and could be a candidate for the keynote speaker in Omaha, year 2010. Jon Alexander stated that a closing speaker was still needed for the Kansas City conference and we could consider Mr. Okerlund to fill this position.

Mentoring – Ken Matveia

Currently 86 different companies are being mentored. Ken Matveia sent out an updated chart on who was being mentored within the region. On the chart, orange colored cells were companies that attended the application workshop in Omaha. Jon Alexander stated that he will be mentoring sites in Missouri.

Joe Mullen suggested recognizing the mentors of the association, however he felt it should come from the VPPPA organization. Ken Matveia stated we have a mentor of the year award, to recognize the top mentor, at the conference. Mr. Tim Rakestraw won this award last year. Joe Mullen suggested the possibility of recognizing all the mentors for their efforts depending on how many different companies they have mentored, such as rewarding them with bronze, silver or gold metals. This would be discussed at a later date.

Communications – Brandon Maas, Ray Magruder and Tom Hauber

Brandon Maas stated there have been currently over 9000 hits to the Region VII VPPPA website, stating that more and more people are becoming aware of the web site. Brandon Maas stated that Tom Hauber and Ray Magruder have been helping him with this and it is going well. Archiving files from the website was discussed and Jon Alexander asked Brandon Maas to check into this and report back the cost of doing this.

Membership – Randy Bickford / Rhonda Simmons

There are currently 67% of the VPP certified sites that are members of the VPPPA. Discussions were held in regards to the point that those that are not members may not be aware of the VPPPA. We have a current membership list and non-members of the VPPPA will be contacted to be informed of the VPPPA.

Awards and Recognition – Dan Cruse and Mike Murphy

Jon Alexander made contact with AIM and they stated the non-conformances made on the awards in the past two conferences were made by two different companies. They are going to choose a vendor this year that they have been doing a lot of business with and have had no non-conformances with.

Work Shops (Other than Conference) – Carol Schwartzkopf

Nothing to report on work shops in the near future. Good job on the one provided in Omaha.

Meeting Tasks – Dan Saathoff

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

MEETING ACTION ITEMS from August / September.

1. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members. (Jon Alexander)
2. Owners of each goal to put together plans to achieve their goal so the item tracking pin can be changed from red (no plan) to yellow (plan but not finished). (All owners of the goals) This needs to be ready by the meeting in January where each owner can present their plan to the Board of Directors.
3. All owners of each goal on the scorecard, please update the numbers by the January 2009 BOD meeting in Kansas City MO.
4. Get more information on background checks before the next meeting and prepare the information to vote on. Once approved, enter the background checks into the By-Laws and Nomination forms. (John Izzolena)
5. The Finance policy requires an annual Chapter budget to be created by the beginning of the new fiscal year (July 1, 2008). The Executive Council and Conference Chair and Vice Chair will prepare the budget. Upon completion, the proposed budget will be distributed to the Board for their review and approval at the December Board meeting. (John Izzolena)
6. Send a list of all the VPPPA workshops that we have scheduled for the 2009 conference to all VPPPA or VPP members and ask for volunteers to present one or more of them. Also see if they would like other topics to be covered in this same email blast or on the web site. (Brandon Maas and Carol Schwartzkopf)
7. Get clarification of what a "District" is for background checks and see if there could be more than one district charge for one background check. (Dan Cruse)

8. Check out and report to the board what it would cost to Archive the files on the website. (Brandon Maas)
9. Contact all certified members of the VPP and invite them by letter to join the VPPPA, explaining to them what the organization consists of. (Randy Bickford)

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

New Business

None.

Old Business

Background Checks – Dan Cruse

We are looking at the dollar amount for package “C”. This package is for the Executive and Officers level. The package is \$59 per unit however there is a charge of \$16 per “District” and it was unclear what a District was and if there could be more than one district in an evaluation. If so, two districts would be \$32 and the \$59 would then become \$75 per unit. Dan Cruse will get clarification of this and report for a vote at the next meeting.

Meeting schedule:

The next meeting will be via conference call on Friday, December 12th, 2008 at 8:00 am.

The next face to face meeting will be in Kansas City on Friday January 9th and Saturday January 10th, 2009.

The following face to face meeting will be in Kansas City on Friday March 6th and Saturday March 7th, 2009.

Meeting Closure:

Motion made to close by Ken Matveia

Motion 2nd by Randy Bickford

Vote: Unanimous motion carried – no discussion

The meeting was adjourned at 0848 hours by Chair Jon Alexander

Respectfully submitted,

Daniel Saathoff