



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting
Meeting in Omaha
October 17 and 18, 2008**

Present: Jon Alexander, John Izzolena, Dan Saathoff, Randie Mendez, Mike Murphy, Rod Swager, Brandon Maas, and Ken Matveia.
Visitors: None
Absent: Carol Schwartzkopf, Randy Bickford, Ray Magruder, Daniel Cruse, Tom Hauber, Matt Gaines, Shashi Patel (Rod Swager absent Saturday)

During the morning and early afternoon of October 17, hotels were visited by the Board of Directors (Board) in Omaha, NE for the 2010 VPPPA annual conference. The Holiday Inn Central on 72nd Street, Hilton Hotel connected to the Quest Center and the Embassy Suites in West Omaha were the three hotels visited. Recommendations will come at a later point during this meeting.

Meeting brought to order by Chair Jon Alexander at 1500 hrs.

Welcome and Introductions - Jon Alexander
Mr. Alexander welcomed all and there were no introductions necessary.

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

A motion was made to accept the minutes by Ken Matveia.
Motion 2nd by Rod Swager
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 September 30, 2008:

FINANCIAL SUMMARY		
September 30, 2008		
	August 31, 2008	September 30, 2008
Beginning Balance	\$117,503.65	\$114,689.05
Revenue	175.00	1,084.13
Expense	2,989.60	1,169.95
Ending Balance	\$114,689.05	\$114,603.23

September revenues were derived from a scholarship fund contribution from Vee-Jay Cement Contracting Co. Inc. (\$1,000) and interest on Chapter investments (\$84.13). Expenses came from conference networking and fundraising events (\$1,000), website services (\$149.95) and miscellaneous business expense including gifts for the Region VII Networking meeting (\$20).

As of September 30, accrued interest on the CD account is \$439.58. The next interest payment on the CD is October 24 and is projected to be approximately \$603.60. Earned interest on the savings account is \$84.13. The next interest payment on the savings account is December 31 and is projected to be approximately \$116.74.

On September 18, an audit of Chapter financial records for fiscal year 2008 (July 1, 2007 – June 30, 2008) was conducted by Koppenhaver and Associates, PC. The audit was conducted to comply with audit requirements stated in the Chapter Finance Policy. Receipt of the audit report is anticipated in October.

A motion was made to accept the Treasury Report by Brandon Maas

Motion 2nd by Randie Mendez

Vote: Unanimous motion carried – no discussions

Committee Reports

Finance Policy – John Izzolena

A copy of the Finance Policy, with proposed revisions, was sent by email to the entire Board of Directors, for review, by John Izzolena. There were some discussions on this policy and good comments were made, thanking John for such a professional job. The policy was such that the National Board of Directors has adopted it as an official document they will be using in the future.

A motion was made to accept the proposed changes to the Financial Policy by Ken Matveia

Motion 2nd by Brandon Maas

Vote: Unanimous motion carried – no other discussions.

Conference Planning 2009 – Rod Swager and Randie Mendez

The Conference Planning Committee held their monthly conference call on October 9, 2008. Changes to the road map were made and a final copy was used during the Board meeting. All items not finished (in white Excel boxes) were discussed to see what the action plan is to complete the tasks.

Gift Cards for 2009 Conference

Gift cards were discussed during the meeting. A motion was made to increase the gift amount by \$300, or increase the total cost of gift cards to \$1300. The motion was made to give away:

- 1 gift card for the amount of \$500
- 2 gift cards for the amount of \$250 each
- 2 gift cards for the amount of \$100 each
- 2 gift cards for the amount of \$50 each

The motion was made to purchase these gift cards by John Izzolena.

Motion 2nd by Dan Saathoff

Vote: Unanimous motion carried – no other discussions.

Conference Give Away Items

Bags to be given to all conference participants were discussed. The Board liked the bags with the Mesh pockets on them for water bottles. The Board also liked the note books with the pen holder, red in color, and with a replacement pad holder instead. They didn't like the spiral binding on the note pads. They also discussed the possibility of purchasing an umbrella to be given away. The Board wanted to see a price on all three items at the next meeting to make the decision on finalizing the give away items.

Nominations

The section on nominations was discussed and the first round of election letters will be ready to go for delivery in January.

Golfing Event

The golfing event was discussed and will go on the Web Site by November of 2008 to advertise the event.

Keynote Speaker

The Keynote speakers were discussed and demonstrations from their web site were presented and watched. The group rated the speakers in this order: #1 Gary Zelensky, # 2 Steve Gillian and #3 Kayrn White. Gary Zelensky was the Boards choice of speakers.

Exhibitors

Exhibitors can get 10% off of their registration fee if they register before December 31, 2008. The exhibitor letter and contract have been finalized. Brandon will post on the web site and Carol will distribute to the exhibitors. The goal would be to get the exhibitors to sign up early so we have a better idea of how many spaces will be needed for the conference and to ease the administrative burden prior to conference.

Conference Fees

Participant fees for the conference were discussed. Increasing the fees by \$10 for exhibitor additional booth personnel and the Board to cover meal costs was approved. Also charging registration for the OSHA representatives equivalent to the Board members registration was discussed and thought to be a good idea. This would cover OSHA's conference meals, just as it does for the members of the Board.

2010 Conference in Omaha

The Board of Directors toured three hotel / conference facilities while in Omaha. They visited the Hilton Conference Center downtown Omaha, the Holiday Inn Convention Center on 72nd street just North of I-80 and the Embassy Suite Convention Center in West Omaha in the LaVista area, just south of I-80 coming into Omaha. The Board of Directors rated each of the facilities at to which ones they preferred and the Embassy Suite Convention Center at LaVista was rated the best by all. The Hilton was the 2nd rated facility by the majority and the Holiday Inn was rated 3rd by the majority. The 2010 VPPPA convention is tentatively scheduled for the Embassy Suite Convention Center in LaVista pending contractual agreement.

Mentoring – Ken Matveia

The Mentor Report Summary for September was presented to the Board. There are 80 sites identified by the state that are preparing for VPP and mentors have been assigned to all but 19. There are 3 sites that have been recommended for Star or Merit on the list. Ken is looking for volunteers to mentor the 19 sites in need.

Communications – Brandon Maas, Ray Magruder and Tom Hauber

Brandon Maas mentioned there have been 8998 visits to the VPPPA Region VII web site. Discussions were conducted on how to secure the web site information. Jump drive or Flash drive devices were discussed as a possible solution. The team has been putting links into the site that would connect the user to pictures and all sorts of other useful information. There are many little things being added to the site that will make it more “user” friendly and more interesting for the site visitors. Nice job to the team.

Membership – Randy Bickford / Rhonda Simmons

The following information was provided by Randy Bickford prior to the meeting, which gives a list of the membership within Region VII.

IOWA- 38 sites, 24 full members, 8 associate, 2 corporate, 1 Govt.

Missouri- 49 sites, 30 full members, 6 associate, 1 corporate

Nebraska- 21 sites, 18 full members, 4 associate

Kansas- 23 sites, 13 full members, 8 associate, 3 corporate

IOWA- 3 Federal Sites

The total VPP site count for Region VII is 134 sites. Of these sites, 85 contain full member status, which is 63% membership in the VPPPA.

The meeting was adjourned at 1745 hours to meet the following day

Saturday, October 18, 2008 – Meeting brought to order by Jon Alexander at 0810 hours

(Present: John I., Randie M., Brandon M., Mike M., Ken M., Jon A., Dan S.)

Conference at a Glance – Jon Alexander

The Conference at-a-Glance document was presented on the front screen to discuss.

Sunday

Sunday May 10, 2009 was going to be the beginning of Registration. The times set for registrations will be from 1:00 pm to 4:30 pm. This will give the participants an opportunity to get registered early to reduce congestion for Monday's registrations. It will also allow the registration desk to get set up on Sunday, so they are prepared for the larger group of registrations on Monday morning.

Monday

Monday will begin participant registrations at 7:30 am. The golf outing will begin at 9:00 and be finished sometime around 2:00 pm. The Applications Workshop will be conducted from 8:00 am to 4:00 pm and the Maintaining Star Status Workshop will be from 12:30 pm to 4:30 pm.

Tuesday

Tuesday, at 7:15 am, will begin the breakfast and business meeting. At 8:00 am the Exhibitor displays will open to the public and at 9:00 am to 11:15 am will be the General Session.

Wednesday

Wednesday will open with Breakfast at 7:00 am and the workshops will begin at 8:30 am.

Committee Reports – cont.

Nominations – John Izzolena

One open Board position remains, that being the Labor Representative from a Site with a Collective Bargaining Agreement. The team has not heard from anyone seeking this position to date. Anyone who knows of a site that is part of a Union and knows of an individual that is an hourly employee who would be a good board member, please contact John I.

Proposed revisions to the Nomination, Election and Appointment policy were sent out to the board members. All members have had a chance to review the changed documents. Nice job on these policy changes.

A motion was made to accepted the changes made to the nomination and election policies by Brandon Mass

Motion 2nd by Ken Matveia

Vote: Unanimous motion carried – no other discussions.

Awards and Recognition – Dan Cruse and Mike Murphy

Jon A. was going to contact AIM and make sure there will be no last minute non-conformances to this year's award and recognition gifts, as experienced in the past. The Board recommends AIM use another vendor in place of the one used the past couple years.

Work Shops (Other than Conference) – Carol Schwartzkopf

An Applications Workshop was held on Thursday October 16, 2008, at Lozier in Omaha, Nebraska. The Board sends a big thank you to Lozier for hosting this event. A plaque was presented to them for this generosity. Fifteen individuals were present for the applications workshop. Many were contractor employees, which three were from the St. Louis area. The workshop was presented by Matt Gaines and Mike Murphy. It was a great job by all who participated in the construction of this Applications Workshop. Thank you very much.

Sponsorship Committee – John Izzolena and Ray Magruder

Documents have been created for the Sponsorship team.

Case Statement

The first document was a Case Statement for the Board to use when soliciting companies for sponsorships. It contains the mission, goals, objectives, results, structure and state of needs for the VPPPA organization. Every board member will be asked to seek new and old sponsorship. The funds will be used for scholarships, upcoming conferences, and many other proactive benefits for the membership of the VPPPA. The case statement gives a complete history of the organization.

Sponsorship Strategy

The second document was the Sponsorship Strategy. This document explains the target markets (which would be all VPP and VPPPA companies), the VPPPA conference associates (such as the hotel and exhibitors) and many other items. The group also mentioned that many corporations have matching gift programs. These need to be identified and used to increase the amounts. For example, if an employee donates \$200 to the VPPPA, then the company they work for will donate \$200, matching it. Sponsorship opportunities will be used in the form of scholarships, conference materials, networking meetings, golf outing, advertising and gifts.

Sponsorship Solicitation

Solicitation methods were discussed as well. Recognition for companies was discussed with what the definitions of the different levels of donations such as Diamond, Platinum, Gold, Silver, Bronze and contributor level.

Meeting Tasks – Dan Saathoff

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

MEETING ACTION ITEMS from August / September.

1. Place the task of sending the evaluations of the conference presenters to all the workshop presenters / speakers on the Conference Road Map. (Rod S). (It is on the 2010 conference road map but not sure about the 2009 road map) (Randie M.)
2. October or November – send letters to exhibitors for the May 2009 conference – Early Bird registration will save them 10% if registered before December 31, 2008. See # 7 below. (Carol S)
3. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members. (Jon A.)
4. Contact the eight new VPP sites, identified by Matt G, to invite them to join the VPPPA. (Randy B.)
5. Purchase gift cards in the amounts and numbers of 1 for \$500, 2 for \$250 each, 2 for \$100 each and 2 for \$50 each. (John I.)
6. Get prices for the bags with the mesh pockets, note books with pen holder and replacement pad holder (not the spiral binder), and umbrella. We would need to order 500 of each of these items. (Carol S. ?)
7. Check with Carol S. to see if the Exhibitors contracts are ready to put on the web site and advertise the early bird special that if they register before December 31, 2008 they will receive a 10% discount on their fee. (Brandon M. and John I.)
8. Email Jon Alexander a copy or example of how another Region displayed their workshops for the conference – on a spread sheet. (Mike M.)
9. Contact AIM to assure there will be no problems this year with the quality and accuracy of the awards, as experienced in the past few years. (Jon A.)
10. 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.
11. All owners of each goal on the scorecard, please update the numbers by the January 2009 BOD meeting in Kansas City MO.
12. Check with Karla Slaughter, the SGE trainer, to see what type of background checks they use for SGE applications / approvals. Try to align the VPPPA Executive / Officer background checks with the National background checks for SGE people. (Carol S.)
13. 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 I.)
14. There is a new policy created for budgets. Budgets should be created and used by the beginning of the new fiscal year (July 1, 2008). The new fiscal year has begun and the budget numbers must retro back to the First of July 2008. Templates for the new budget have been created. The Budget Committee (Executive Council, Chairperson and Vice Chairperson of the Conference Planning Committee) will have a draft budget prepared for review by the next board meeting. (John I.)
15. 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 M. and Carol S.)

16. Turn all goals on the scorecard from red to yellow by creating a plan for each goal by the responsible person for each goal. Please do this by the January face to face meeting in Kansas City. You can tell John I. where you are at in each category and he will update the scorecard for you. (Owner of each goal is listed on the scorecard)

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

New Business

Results from meeting with David Neil – Commissioner of Labor in Iowa.

On October 15, 2008 Jon Alexander, Carol Schwartzkopf and John Izzolena met with David Neil, Steve Slater, Joe Mullen and Shashi Patel regarding many subjects. The discussions included talking about the VPPPA conferences and thanking Iowa for a great conference in 2008, about the mission and strategic objectives set by the Board for VPPPA and how the Iowa Division of Labor could assist in meeting some of the goals, how the VPPPA can help solicit money for the State plan sites, and other historical issues. The meeting was very successful and informative. Both groups wish to work with each other towards the common goal.

Region VII Scorecard – John Izzolena

John I. reviewed a one-page Scorecard listing the goals of the VPPPA and how each goal can be tracked. This will allow each Board member to know the results of each goal. These goals were created during the strategic planning sessions held at the end of FY 08. The individuals responsible for the goals are listed on the document. The stated goals include conference numbers, membership, mentoring, sponsorships and VPP certifications. The scorecard was arranged to show 2008 actual numbers, FY 2009 current month numbers, FY2009 year to date numbers and long term number goals (2011). Actual numbers, targets and the status of each was listed under each category. The Scorecard included a stoplight grading system used to judge progress on each goal. Green indicates goals being met; yellow indicates goals not being met, but a plan is in place to meet the goal; and red indicates goals not being met, and there is no plan in place to meet the goal. There is a lot of red metrics on the document at this early stage of time but plans are being developed to turn the red into yellow. Each strategic objective owner is tasked with developing an action plan on how the objectives goals will be met. These plans will be reviewed and approved by the board at the January 2009 face-to-face Board meeting.

Communication Security – Brandon Maas

Brandon was going to look at Flash Drives or Jump Drives as an option to storage of Board Committee records on the Chapter website. Brandon will also investigate the security of our website and whether or not storage of our records at this site prudent.

Conference Security – Jon Alexander

During the conference in Kansas City – do we need to provide security for the exhibit area and meeting rooms? If we need it and have the Westin Hotel provide it, they will hire an off duty Kansas City Officer to cover security for approximately 22 hours at \$39 per hour. This will need to be discussed at the next meeting and approved.

Shirts for Conference – Carol Schwartzkopf

Shirt sizes - get to Carol as she is checking on availability of the style requested.

Old Business

Background Checks – Dan Cruse

Dan C. sent out the forms for background checks. The background checks would only be conducted for Chapter officers, at this time. These checks would include looking through different offender sites and conduct a 7 year criminal record search on the federal and national level for each officer. The package implemented if approved would be package “C” for “Executives and Officers”. Carol S. will be checking with the National SGE trainer, Karla Slaughter, to see what background checks National uses for SGE approvals. We will try to align our check search with the National check search. We will get this information before the next meeting so we can vote on the issue. If approved by vote, the information will be entered into the By-Laws and Nomination forms.

Next meeting schedule:

The next meeting will be via conference call on Friday, November 7th, 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 face-to-face meeting after that will be in Kansas City on Friday March 6th and Saturday March 7th, 2009.

Meeting Closure:

Motion made to close by John Izzolena

Motion 2nd by Randie Mendez

Vote: Unanimous motion carried – no discussion

The meeting was adjourned at 1026 hours by Chair Jon Alexander

Respectfully submitted,

Daniel Saathoff