



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting
Conference Call
September 12, 2008**

Present: Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Randy Bickford, Randie Mendez, Mike Murphy, Rod Swager, Brandon Maas, Ray Magruder, Ken Matveia, Daniel Cruse and Tom Hauber.

Visitors: None

Absent: Matt Gaines, Shashi Patel

Meeting brought to order by Chair Jon Alexander at 0808 hrs.

Welcome and Introductions - Jon Alexander

Mr. Alexander welcomed all to the conference call 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 Carol Schwartzkopf.

Motion 2nd by Randy Bickford

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 August 31, 2008:

FINANCIAL SUMMARY		
August 31, 2008		
	July 31, 2008	August 31, 2008
Beginning Balance	\$117,466.79	\$117,503.65
Revenue	133.77	175.00
Expense	96.91	2,989.60
Ending Balance	\$117,503.65	\$114,689.05

August revenues were derived from Application Workshop registrations (\$175). Expenses came from postage (\$124.79), gifts for the Dale Randall Traveling Award (\$140.32), VPPPA Region VII lapel pins (\$450), and miscellaneous business expenses (\$2,274.49) including: gifts for the Region VII Networking meeting at the National VPPPA conference in Anaheim California (\$1,524.49) and Directors and Officers insurance for the Region VII Board of Directors (\$750).

As of August 31, accrued interest on the CD account is \$255.87. The next interest payment on the CD is October 24 and is projected to be approximately \$603.60. Accrued interest on the savings account is \$47.76. The next interest payment on the savings account is September 30 and is projected to be approximately \$83.28.

**A motion was made to accept the Treasury Report by Rod Swager
Motion 2nd by Dan Cruse**

Vote: Unanimous Motion carried – no discussions

Committee Reports

Conference Planning 2009 – Rod Swager and Randie Mendez

The Conference Planning Committee held the monthly conference call on September 11, 2008. Many team members were present on the call. Changes to the road map will be made as a result of this call and the updated copy will be emailed to all the participants of the team. The next Conference Planning Committee team conference call will be October 9th, 2008 at 8:30 am.

Discussions were held regarding the October 2008 Board of Directors meetings in Omaha and Des Moines. These discussions included:

1. The meeting in Des Moines on the 15th was discussed.
2. The Application Workshop on the 16th was discussed. There must be at least five companies present to hold the workshop. There are two companies that have already signed up. Dan S. will contact the mentoring list of individuals in Nebraska and ask them to consider attending this workshop,
3. The date and times of the Board of Directors meeting in October, and
4. The two hotels in Omaha (Holiday Inn and Hilton) that will be toured during the October meeting.

Mentoring – Ken Matveia

The mentoring report and list has been distributed to the Board of Directors. Iowa has 17 members on the list to be mentored with 5 qualified mentors, Kansas has 24 on the list with 4 mentors, Missouri has 28 sites on the list with 7 mentors and Nebraska has 7 sites on the list with 1 approved mentor.

Communications – Brandon Mass, Ray Magruder and Tom Hauber

The web site has been updated including the information from the National Convention in Anaheim, California. Ray has joined the team of communicators and all three members are now able to make changes to the web site upon request.

The team was going to get with Region VI to see if our web site is consistent with other regional web sites. The team wishes to assure the information on the site is of value to the members that visit it. Some hyper links were added to the site along with information about the new scholarship program.

Membership – Randy Bickford

There are four new certified locations that have joined the VPPPA.

Nominations – John Izzolena

One open Board position remains, that being the Labor Representative from a Site with a Collective Bargaining Agreement. One BOD member said they knew of a person that worked for a company with a collective bargaining agreement however his work schedule may not allow his participation. They are not a member of the VPP at this time however they are actively pursuing it.

Awards and Recognition – Dan Cruse and Mike Murphy

The scholarship paper work is complete. Step children and step grandchildren were discussed. All the other awards will be visited about during the October Board of Directors meeting. We will also talk about the vendor that supplies the awards at this meeting.

Work Shops (Other than Conference) – Carol Schwartzkopf

An application workshop is scheduled for October 16, 2008. [Lozier Corp, Omaha Nebraska](#) will host this event. Three individuals have signed up for this event. Two are from the same company in Norfolk, Nebraska and the third person is from Fairfield, Iowa. These people represent two companies. For the event to be held there must be at least five companies represented. Matt Gaines, Region VII VPP Manager will lead the team of instructors. Dan Saathoff will contact his mentoring individuals in Nebraska and promote the event. All other board members need to get the information out as well. The cut off date for registrations will be October 10th, 2008.

Sponsorship Committee – John Izzolena and Ray Magruder

This committee met at the National Convention in Anaheim California to develop a strategy. A document was created to use as a tool to solicit more sponsors. Other items discussed during the meeting included the market in which to target, solicitation methods to be used for attracting this market, rules concerning sponsorships and a clear set of objectives to meet the requirements of the rules. John and Ray will finish these documents and email them to the Board of Directors. They will then be reviewed at the Board of Directors meeting in Omaha during the October meeting.

Meeting Tasks – Dan Saathoff

The meeting tasks were covered and the list was updated with the necessary 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).
2. October or November – send letters to exhibitors for the May 2009 conference. (Carol S)
3. Get list of workshops for Kansas City completed early to assist in registration knowledge for the members. (Jon A.)
4. Visit Kansas City to review options of entertainment for the 2009 conference. (Rod S. and Randie M.)
5. Contact the eight new VPP sites, identified by Matt G, to invite them to join the VPPPA. (Randy B.)
6. Create a certificate of appreciation for Lozier Corp of Omaha Nebraska for hosting the applications workshop on October 16th, (Jon A)

7. Contact the mentoring list in Nebraska and see if they couldn't send a representative to the October 16, 2008 Application Workshop in Omaha. (Dan S.)
8. Web team to visit with Region VI or other regions to see if the sites are similar in regards to information and make sure the information is value added for members. (Web team)
9. Documents to be created to increase sponsorships within the Region and send out to the BODs. (Ray and John)
10. Develop forms for the Background Checks and send them out for review to the BODs. (Dan C.)

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

Old Business

Recognition: - Jon Alexander

During the Treasurer's meeting at the National Convention, our one and only John Izzolena was recognized by the National Board for all the fantastic work he provided by developing the guide lines to the financial records for each region to use, if they so choose. He also created a transitional check list for new in-coming Treasurer's to use when being trained by the out-going Treasurer. We would like to thank John for his hard work and dedication.

Background Checks – Dan Cruse

We will talk about this at the October Board of Directors meeting in Omaha. Dan Cruse will get the forms completed and out to the Board of Directors for review.

New Business

Meeting with Dave Neil and IOSH (October 15)

The Executive Board has set up a meeting on October 15th in Des Moines with Dave Neil, Steve Slater and Joe Mullen to visit about previous business concerning activities taking place in Iowa. The team will meet with them to update our goals and strategic plan making sure IOSH agrees with the plan and work with us to reach them. This meeting is to start at 10:00 am and may go into the lunch hour.

Next meeting schedule:

The next meeting will be October 17th starting in the morning with tours of the two Omaha hotels, the business meeting starting at 12:00 noon with the lunch and end later that late afternoon. They will continue the meeting Saturday morning the 18th of October at 8:00 am and end sometime around 12:00 noon.

Meeting Closure:

Motion made to close by Ken Matveia

Seconded by Rod Swager

Vote: Unanimous Motion carried

The meeting was adjourned at 0902 hours by Chair Jon Alexander

Respectfully submitted,

Daniel Saathoff