



Voluntary Protection Programs Participants' Association



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

**Region VII Board of Directors Meeting  
Teleconference  
April 10th, 2009**

**Present:** Jon Alexander, Carol Schwartzkopf, John Izzolena, Dan Saathoff, Rod Swager, Randy Bickford, Randie Mendez, Ken Matveia, Daniel Cruse, Mike Murphy, Tom Hauber and Greg Dew.

**Visitors:**

**Absent:** Ray Magruder, Matt Gaines, and Shashi Patel.

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

**Welcome and Introductions** – Jon Alexander

There were no introductions necessary.

**January Meeting Minutes** – Dan Saathoff

No comments were made.

**A motion was made to accept the minutes by Randy Bickford.**

**Motion 2<sup>nd</sup> by Dan Cruse**

**Vote: Unanimous motion carried – no discussions**

**Treasury Report** – John Izzolena

Chapter financial reports are available to any Chapter member upon written request to the Treasurer (Mr. John Izzolena) and during the annual membership meeting at the Regional Conference.

The March, 2009 Treasury report was reviewed by the Board, including the Financial Account Balances Report, the Account Activity Report, the Reconciliation Report, and the Business Checking Account Statement. Included in these reports were details of revenues, expenses, accrued earning and beginning and ending account balances for the month and third quarter.

There were funds moved from the checking account to the savings account due to the higher revenue during the month. Doing so will provide more interest income to the chapter.

**A motion was made to accept the Treasury Report by Rod Swager.**

**Motion 2<sup>nd</sup> by Tom Hauber**

**Vote: Unanimous motion carried – no discussions**

## **Committee Reports**

Good job to all those involved working with the Westin representatives in clearing up contractual agreements. Your hard work and perseverance is very much appreciated.

### **Conference Planning 2009 – Rod Swager**

#### **Road Map:**

The updated road map, from this week's conference call, was sent to all BOD members. There are 16 items on a newly created list that was provided to the BOD. Carol Schwartzkopf added names of individuals responsible for each item on the list. She will send this out to the BOD.

#### **Lisa Harm:**

Lisa Harms, Westin Event Sales Manager, is leaving the Westin. Rod thanked her for all she had done for the VPPPA preparing for the 2009 conference. Lisa's husband is going to help with the color guard as well.

#### **National Anthem:**

Carrie Christy will be performing the National Anthem during our opening general session.

#### **Golf outing:**

The Golf committee is looking for all the Golf items left over from last year. They were going to call Brandon Maas to see if he had the boxes of left over items. Ray M. and Tom H. are going to contact the Kansas City Star Calendar of Events web site, to see if they would put the golfing event on their web site for advertisement.

#### **Extension cords:**

In the future, we need to make sure the cost for extension cords for the exhibitor booths is very clearly stated in the contract. We desire to be charged one fee for electrical wires going to a booth per conference, per day. At this point, we are to pay \$50 per booth. We have 14 booths that will need electrical cords. This is the cost we have built into the registration fee for the exhibitors.

#### **Speakers:**

Gary Zeleski is set to speak at the conference. We are to set up a conference call with him to prepare his introduction. Jon A. would like to participate with this call if possible.

#### **Sponsorship:**

Kraft Foods donated \$500 this week. Thank you to Kraft for their support.

#### **Exhibitors:**

Carol Schwartzkopf had another exhibitor register for the conference. There have been 28 total exhibitors signed up for the conference with two more in the process. Income from the exhibitors is \$13,270. We need to make sure we list Region VII VPPPA as an exhibitor.

**BOD Attendance Requested:**

The Board of Directors is to try to be at the conference at noon on Saturday May 9<sup>th</sup> to help set up and pack gift bags.

**Attendance:**

There are 339 room nights taken at the Hotel meaning 44 room nights left to meet our goal. We are getting close to our 100% mark of 383 total nights. If we meet our goal, we get the breakout rooms and the ballroom free of charge. If we don't meet the goal, they will charge us for these rooms. An email blast was sent out to remind participants that if they do not meet the deadline of April 16<sup>th</sup>, 2009 of registering for their rooms, the cost will go from \$149 per night to \$259 per night.

**Parking:**

There is a massive parking lot at the Union Station that participants can use for the conference. From this lot, they can walk across the walkway and enter the Westin.

**2010 Conference:** - Randie Mendez

Randie has visited with Jennifer at the LaVista hotel and they agreed upon a \$25 per booth for electricity (\$50 per booth for the current conference). Randie will be picking up the brochures for the LaVista area and getting them to our Region VII VPPPA conference booth.

**Nominations** - John Izzolena

We are ready for the 2009 elections. All the required paper work for nominations have been submitted. Region VII continues to search for a candidate to fill the Board position of Labor Representative from a Site with a Collective Bargaining Agreement. There will also be two open positions going into the election. Director-at-Large #1 and #5 positions are open due to Ken Matveia and Mike Murphy not seeking re-election. We will accept nominations from the floor during the conference for the two Director-at-Large positions. If we receive no nominations from the floor we will work to fill the positions by appointment..

Randie Mendez has resigned from the Nominating Committee. She became ineligible to participate when she nominated for the Secretary / Historian position. Jon Alexander will fill the vacant position on the Nominating Committee. Dan Saathoff will resign from the Secretary / Historian position the day before the election so that he may seek election to the open Vice Chairperson position. All nomination solicitation notifications to the membership have been made, however no other nominations have been received.

The Board positions up for election this year are: Vice Chairperson, Secretary / Historian, Labor Representative from a site without a Collective Bargaining Agreement, and Directors-at-Large #1, 3, 5, and 7.

**Sponsorship** – John Izzolena and Ray Magruder

There is nothing to report at this time.

**Mentoring** – Ken Matveia

There are 80 companies on the list for mentoring: 16 from Iowa, 23 from Kansas, 32 from Missouri and 9 from Nebraska. 15 new companies are looking for mentors. We need to be talking to these people about becoming associate members while they are going through the

process of certification. They would be getting full benefits for half the price. This will be sent out to all these sites in an email blast.

Ken and Greg need to make changes to the Business Meeting Slides concerning the mentoring information. If they could do that and send it back to John Izzolena, it would be greatly appreciated.

We talked about the award for Mentor of the Year. Ryan Hubele was recommended for this award. Mike M. and Dan C. are to get a trophy for the presentation. Dan S. is going to get a list of all true Special Government Employees and make certificates for each of them. They will be handed out during the closing meeting on Wednesday.

**A motion was made to approve Ryan Hubele for Mentor of the Year by Greg Dew. Motion 2<sup>nd</sup> by Carol Schwartzkopf.**

**Vote: Unanimous motion carried – no discussions**

**Communications** – Ray Magruder and Tom Hauber

Ray M. has done a fantastic job on the templates and email blasts. The AV equipment was going to cost \$14,436. They have negotiated this to \$9,886. Great job!

**Membership** – Randy Bickford / Rhonda Simmons / Vicki Crowley

A progress update has been sent to all BOD members. No new updates are available to date. There are 144 VPP sites in the Region. There are 92 full, 22 associate, 5 corporate, 2 affiliate, 1 government and 1 union member. Randy B. will get more information out to these people at the booth. Carlena Ford and Jon A. will bring information to the conference for display at the booth. Jon A. will also bring more Region VII pins to hand out.

**Awards and Recognition** – Dan Cruse and Mike Murphy

It was recommended to solicit contributions to the scholarship fund at the Region VII VPPPA exhibitor table. Each donation will receive a Region VII lapel pin.

The Star Among Star award winners list has been sent out. There were two awards selected in the Shooting Star category. Check the spelling on the awards sheets and report / correct any errors found within the document.

The New Star award list is being finalized by Dan Cruse. There is a smaller version of the traveling plaque award given for the Dale Randell award. This smaller plaque will be given to the winners to be kept.

**Work Shops (Other than Conference)** – Jon Alexander

In conjunction with the October Board of Directors meeting, there will be an applications workshop at the Monsanto Headquarters in St. Louis Missouri. The date for this will be October 22<sup>nd</sup> 2009. There will be a “Sustaining Star Quality” workshop that afternoon. The BOD meeting will start at Noon on Friday October 23<sup>rd</sup> and conclude at noon on Saturday October 24<sup>th</sup>. Jon Alexander will recommend a hotel close to their Headquarters. He will send out the information for reservations to stay Thursday and Friday night (22<sup>nd</sup> and 23<sup>rd</sup>).

## **Meeting Tasks – Dan Saathoff**

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

### **MEETING ACTION ITEMS**

1. Copy Business meeting minutes from last year and take to conference. (Dan Saathoff)
2. Get name of Scholarship winner to Dan Saathoff as soon as possible. – Dan will create the check for presentation of the award. (Mike Murphy, Dan Cruse, Dan Saathoff)
3. Make changes to the Business Meeting slides concerning the mentoring progress and information, then send to John Izzolena. (Ken M and Greg D)
4. Update business meeting and general session meeting overheads and send out for review by the BOD. (John Izzolena)
5. Send out the 16 items list with assignments made to each item. (Carol S)
6. Finish up on the 16 items list, sent out by Carol S. (All assigned)
7. Email the mentoring sites information about becoming VPPPA associate members and getting the full benefits for half the price.
8. Check and double check all the spelling and names on ALL the awards. (Mike M and Dan C)
9. Send out recommendations for a hotel near the Monsanto Headquarters in St. Louis along with the contact information. (Jon A)
10. Call Brandon Maas to see if he has any more of the golf gift items left over from last year. (Rod S.)

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

## **Old Business**

### **Archives:**

Tom Hauber went in to register for the E-File and found that they no longer provide this service. He will have to start over with this project. A basic program will charge about \$55 per year.

## **New Business**

### **SGE Recognition**

Dan Saathoff will get a list of all the Special Government Employees (SGE) to be recognized and create a thank you certificate for all of them to be handed out to them. He will bring the certificates for the Executive Board members to sign on Saturday or Sunday (9<sup>th</sup> or 10<sup>th</sup>).

### **VPPPA Conference Assessment**

We need to generate a survey for our VPP sites; however the format needs to be changed. We need to generate questions for the survey but keep it very short so people will fill them out and hand them in. Greg Dew, Jon Alexander and Dan Saathoff will work on this document.

### **VPPPA Materials**

We need to look into the storage of all the VPPPA materials that different individuals are handling. Randie Mendez will create an inventory list of all the things different people are holding on to, such as flags, golf balls, banners, pins, boxes, etc. This year there will be no workbooks for the workshops. Monsanto purchased, for the region, Pens that contain a USB port and an electronic copy of all the material. All the participants have to do is plug the pen into any computer and be able to have all the overheads on the computer for viewing and note taking. They are about \$12 per pen and Monsanto purchased 50 of them. What a nice contribution by Monsanto and thank you.

### **Meeting schedule:**

The next meeting will be May 1<sup>st</sup>, 8:00 am to 9:00 am by teleconference.

### **Meeting Closure:**

**Motion made to close by Randie Mendez**

**Motion 2<sup>nd</sup> by Greg Dew**

**Vote: Unanimous motion carried – no discussion**

The meeting was adjourned at 0912 hours by Chair Jon Alexander.

A Happy Easter to all.

**Respectfully submitted,**

*Daniel Saathoff*