

REGION X CHAPTER VPPPA

July 23, 2013

BOARD OF DIRECTORS/SUMMIT PLANNING MEETING

URS BUILDING BOISE, IDAHO

Region X Board of Directors

Chairperson- Bonnie Anderson, CWI, (208) 351-2962

Vice-Chair- Michelle Steeler, URS, (208) 386-5829

Secretary- Rocky Simmons, MSA, (509) 308-0777

Treasurer- Terry Schuebert, INL, (208) 526-0887

Director- Site with a Collective Bargaining Agent- Liz Norton, WRPS, (509) 308-9073

Director- Site without a Collective Bargaining Agent- Brian Stevens, BP, (907) 659-6700

Director at Large- Don King, Washington Closure Hanford, (509) 372-9141

Director at Large- Tim Taylor, Conoco Phillips, (509) 995-5967

Director at Large- Jeff Carlson, Conoco Phillips, (907) 659-7590

Attendees: Bonnie Anderson, Michelle Steeler, Rocky Simmons, Don King, Tim Taylor, Jeff Carlson, Liz Norton, Brian Stevens (via call in) excused: Terry Schuebert. Agents; Mark Hurliman- Oregon, John Geppert- Washington, Sharell Lien- Oregon, Carol Henning- DOE, Sharon Perkins- Washington (via call in). Jack Griffith, Eddie Larson, Kelly Clark.

Meeting was called to order at 8:25 with a quorum.

Introductions; Introductions were made around the room. The two new planning committee members were introduced to the team Kerry and Max (Max is not at this meeting).

Safety Share: Safety Share: Bonnie shared a recent scaffolding accident killing three individuals when the scaffold came in contact with a buss bar. Reminding everyone the importance of walking your path and have a spotter when needed. Bonnie also shared an incident on a butane lighter someone was using and it did not turn off as engineered – causing a fire – the unit was recalled. Michelle reviewed the evacuation procedure for the URS building with us.

Region X BOD Report/Debrief: This report was re-shared by Bonnie Anderson from yesterday meeting with the planning committee. Sharell reviewed the lessons learned from the 2013 conference and is seeking some direction for the 2014 conference (Anchorage Marriott & Dena'ina Center May 13-15).

Spokane Conference Debrief: Bonnie and Sharell did an overview of the feedback and other materials from the conference.

- Jack suggested we do a walk down of venue and all equipment on Monday for ensure compatibility and readiness.
- Split our crew for bag stuffing/walk down and ensure we assign and practice our roles for the conference.
- Bonnie is working with a vendor to improve our website will get a quote for the group.
- A decision with the group to develop a theme for next year was discussed. Don King motioned to accept a new theme "Soar into Safety" 2nd by Tim Taylor, this was accepted on a majority vote. Michelle Steeler will work with the URS graphics department to develop this theme logo.
- Pre/Post conference activities were assigned. That assignment's will be reflected on the new spread sheet that Sharell is developing and sent out to the group. Tim will still have the golf outing (Tuesday night), Brian will work on the DJ for the reception night. A motion by Jeff Carlson to allow Brian to negotiate for a DJ with an approximate \$800 funding window (with an option for Karaoke) 2nd by Tim Taylor and unanimously approved. (Jeff will develop on option list for activities for those who do not golf)(Brian will still look into Glacier and other Alaska attractions as information to our attendees – we will use a flyer to advertise these opportunities).
- First day speaker Jim Wetherbee, is locked in and will be sponsored by BP. Looking at options for Thursdays speaker – potentials are two managers who believe in safety that would speak for 30 min each or Scott Galloway from Houston.
- Pre conference workshops are: VPP application workshop (Bill Nickerson as leader with Mark Hurliman as the backup), Bruce Madsen (Sharell will verify), Dan Miller (Jeff will verify), Jim and Jean (Bonnie will verify), Ralph Seeley (Sharon will verify).
- There will be no scheduled SGE training at this time – if something changes we could potentially add it.
- Reception theme will be with an eagle to reflect "Soar into Safety". Michelle will work with the URS graphics department to develop.
- Sponsor letters will be sent out in mid-August. Committee and BOD members who have a list or access to sponsors will send that information into Bonnie to collect and create a complete list to support the distribution and opportunities for sponsors to participate.
- Exhibits - again we will review the last know list from the previous Alaska conference to develop a healthy list of exhibitors (Jeff will send a local area list to the team). Please send all information to Liz Norton and Bonnie to collect.
- Official photographer. Jeff Carlson will seek out a photographer for us for the event. Likely time for service will be May 14th 8 am-noon, 6:30 pm-7:30 pm, May 15th 8 am-9:30 am.
- Gifts. Bonnie reported the lanyards and pens have been ordered and the lot will cover both the National (2013) conference and regional (2014) summit.
- A motion was made by Don King to research a quality bag (approximately a \$15 limit) with our 20th Annual VPP Summit logo 2nd by Jack Griffith and unanimously approved. Don and Sharell will work together to identify a bag and note pad for the summit attendees (Brian, Jeff, Michelle and Jack will try to use some existing vendors).
- Voting will be done on Tuesday and Wednesday from noon to 1:15.
- Brian will check with Fed-Ex (others) to see if we can get shipping price breaks for materials.
- Brian will also check with Hobo Jim for some type of appearance at the summit.

- 2014 Summit shirts. Michelle, Jeff and Tim will work on possible type/style shirts for the summit.
- Bonnie requested for those who are attending the 2103 Nationals to bring our blue shirt and vest. A reminder the national board has asked for more help this year at the conference. Bonnie will send a list of this team attendees to that organization to serve – please let Bonnie know of your availability.

Tracks for the 1014 Summit: The tracks were selected and assigned as follows;

- VPP Fundamentals – Primary Brian with Kerry and Darren.
- Emergency preparedness – Primary Tim with Jeff and Willie.
- Wellness - Primary Tim with Jeff and Willie.
- Best Practices in Safety&Health –Primary Liz with Mark and Carol.
- STS – Primary Michelle with Rick (URS).
- Technical – Primary Don with John and Sharon.
- Leadership – Primary Rocky with Jack and Eddie.

These groups will have some track content information back to Bonnie by August 2nd. The group did brainstorm some ideas I will forward that as an attachment to these minutes.

Action items:

Golf set up – please respond to Bonnie by Aug 2nd - Tim with Max and Kevin.

Jeff – photographer bring info back to our next meeting in Oct (authorized to negotiate up to \$100 per hour (same rate as before).

Jack - will collect vendor cards at the 2014 national conference (to help develop a potential contact list for Region X BOD).

Don and Sharell - will work together to identify a bag and note pad for the summit attendees (Brian, Jeff, Michelle and Jack will try to use some existing vendors).

Jeff - will check on the Alaskan business monthly for some potential marketing for the 2014 summit.

Region X BOD will have a meeting on Sunday at the 2013 National conference more details from Bonnie will be forth coming.

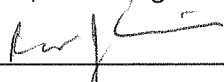
Open: Jack will work on some ideas for more worker involvement. Sharell will have the rollup of the 2014 summit on the program grid - as it gets populated - and we can send it out as needed.

Next Meeting: Oct 28/29 Sheraton Portland Airport Hotel – BOD & Agency from 1-5 on the 28th; Planning Committee from 8-3 on the 29th.

Motion to adjourn made by Don King and 2nd by Eddie Larson unanimously approved 3;10pm.

Respectfully Submitted by:

Rocky Simmons, Recording Secretary

Approved:  _____