

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



Reply to Attn of:

QS10

February 22, 2000

TO: Distribution

FROM: QS10/Kristie French

SUBJECT: Minutes of the VPP Steering Committee Meeting

The VPP Steering Committee meeting was held on Tuesday, February 22, 2000. The meeting began at 7:45 am in Building 4202, Conference Room 326. The minutes are posted on the VPP Steering Committee web page.

OPENING REMARKS (KRISTIE FRENCH/QS01)

The Communications Team with Safety Sam and Hazardous Harry performed a skit at Mr. Stephenson's staff meeting this morning. The team is trying to recruit participants and volunteers for safety skits and Mascot activities. A presentation to the AFGE Union Representative, Wes Darbro is scheduled for Monday, February 28. He has concerns regarding the Safety and Health offices and VPP. Due to a conflict with the MSAT meeting, the meeting time for the VPP Implementation Team has been changed to 8:30am - 10:00am with the next meeting Mar. 1, 2000

SWATeam (LINDA MYSZKA/LOCKHEED)

Objectives of the SWATeam is expanding and not just focusing on the JHAs. Next meeting is Wednesday, February 23.

DOCUMENTATION TEAM (SHAWN WALLACE/ED16)

Team is shifting focus to format and structure. Assure documentation team is not duplicating and that all documents are being looked at. A file of all documents has been sent to the Team Leads for verification. Suggested looking into creating a web sit to list all documents that apply and attach links. Teams can put information on the VPP web site at their page.

DOCUMENTATION TEAM (JON HOLLADAY/FD23)

There will be a site visit to Solutia and GE the week of February 28. Both companies are in Decatur, AL. Solutia has earned the VPP Star and GE has the VPP Merit

DON MILLER/QS10

Discussed criteria for element implementation, training modules and badging visitors.

ACTION TO ALL

The completed VPP Element Implementation charts are due to Kristie French by Tuesday, February 29.

No other items for record were discussed at the meeting.

Signed By:
Kristie French
VPP Project Manager

Distribution:
Team Members

ATTENDEES

Jimmy Hill	QS10	544-0974
Don Miller	QS10	544-8361
Linda Myszka	Lockheed	461-4329
Kristie French	QS10	544-7474
Shawn Wallace	ED13	544-1109
Jon Holladay	FD23	544-7250
Annette Loveday	QS10	544-2428