



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

January 12, 2022, 12:00 – 1:00 p.m.

Zoom Meeting

https://us02web.zoom.us/j/81678022090?pwd=UhhKtkJsRGdkRnpJRTVLM015bEVrQT09

Meeting ID: 816 7802 2090 Passcode: 117193

Call in #: +1 669 900 6833

Officers Attendance:

	Present		Present
Cary Gherman - President.	x	Christina Collins -Treasurer - Elect	x
Michael Breu – Past President	x	Marie Thorsen-Treasurer	x
Dylan Staack – President-Elect	x	Heidi Partlowe– 2 nd Year Director	x
Krysta Myers -Secretary - Elect		Robyn Steiner – 1 st Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	
		Isaac Roa - U of A	

- 1) **Welcome** - Started the meeting at 12:04
- 2) **Approval of previous meeting minutes** – Ms. Collins moved to approve; Mr. Brue seconded.
- 3) **Routine Business**
 - a) **Treasury Report-**

	Last Month	Current Month
Wells Fargo	\$16,780.83	16.142.31
Paypal	\$261.65	306.57

- 4) **Old Business/Last Meeting**
 - a) Constant Contact/Zoom Link – closed, no update planed at this time.
 - b) By-Laws Approval – By-Laws were sent out for approval, will wait till end of month for voting by members for results of approval.
- 5) **Programming/PDC/Webinars – (1st Year Director – Dylan Staak & Robyn Steiner)**
 - **January** – In Person Local Section Social Event 1/21 6PM - Pier 54. Discussion on whether to move event 30 days or keep as is. Mr. Dylan motioned, Ms, Collins seconded. Motion passed to move to Feb 25th. Ms. Shindel to contact venue. Ms. Collins to send out constant contact emails to enrollees with new date and send a separate invite to everyone with new date.
 - **February** – Social event moved to Feb.
 - **March** – Board decided to continue webinars, Mr. Staack will contact prospective speakers for dates. Preferred dates March 2 or 3.
 - **April 4**– Half-Day PDC Tucson/U of A, 1-4PM. Discussed providing food outdoors at the beginning of the event. Plan is for students to present content and conclude with a career panel. Need to verify that we’ll have enough student content.
 - **April 21** – Health & Safety Summit (see topic below)
 - **May/June** – Need to seek speakers
 - Future PDCs:



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- Stephanie Caler- Gas Monitoring
- Jake Nurre (Noise/ Hearing Conservation)
- Noise Damping in the near future (Mr. Staack/Ms. Collins) -Jeff Komrower (Noise Control Engineering)
- Jenna Honan – U of A PhD student – research project – VOCs in Beauty & Auto Repair shops & Non-dietary ingestion of soil and dust for babies & toddlers. (Planned for April 4th)
- Sheila Gwizdak – Childhood Lead Exposure

6) **Safety Summit Committee Update (Ms. Thorson/Mr. Staack)** – Follow-up on COVID protocols – no update. Ms. Thorsen to send out advertising graphics so board member can share these on social media/Linkedin. Early bird registration date was extended. Some of proceeds of event will go to Special Olympics AZ. Ms. Thorsen to check on what amount will go to charity.

7) **AZ AIHA Outreach Committee - (2nd Year Director – Ms. Partlowe)** – Results of January 6 Subcommittee Meeting with Robyn and Dylan. Plan is to meet monthly the week before the board meeting. Current assumption is that events will be virtual for the foreseeable future. Plan is to develop a 45 min session – IAMIH# content, personal storytelling on careers, technical presentation focused on respiratory protection (e.g., how effective is your mask). Ms. Partlowe will coordinate outreach content. In addition to the committee members, Sheila and Dee will also participate in outreach activities.

8) **New Business/Roundtable**

9) **January to do list:**

- a) Membership Renewal Event (Ms. Collins/Ms. Thorsen) – done – membership list updated as of last week.
- b) Board of Director/President Elect candidates (need to develop pipeline)
- c) January Social Event – moved to Feb.
- d) AZ Membership Invoice (see item a)
- e) Update Constant Contact Email List (see item a)
- f) February/March Events
- g) By-Laws Approval

10) **Review December Action Items:**

Mr. Gherman – December Newsletter (Done)

Mr. Gherman – email bylaws to AIHA National for review (Done)

Mr. Gherman – email board position description to Ms. Shindel for posting online (Done)

Ms. Thorsen/Ms. Shindel – make reservation at Pier 54 (Done)

Ms. Myers/Ms. Collins – send out event notice after reservation is secured (Done)

Mr. Staack/Ms. Thorsen – notify safety summit team of board decision re covid protocols and payment for speaker (Done)

January Action items:

Ms. Shindel – reschedule event

Ms. Collins – send out constant contact updates for event.



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Ms. Thorsen – check on amount of donation to charity from Safety Summit

Business Plan: (Updated 11/10/2021)

Month	Task	Person(s) Assigned
January	BoD meeting	President
	Holiday Party	Program Committee / President-Elect
	AZ Membership Invoice	Treasurer
	Update Constant Contact Email list/ Review contact information based on National provided data and make any updates (as needed throughout the year)	Treasurer
February	BoD meeting	President
	Clean-up the Constant Contact list and reach out to National Arizona members who have not joined the local section	Secretary
March	BoD meeting	President
April	BoD meeting	President
	File with Az Corp Commission	Treasurer
	AIHA/ASSP – Host AZ Safety & Health Summit	Board
May	BoD meeting	President
	File 990-N with IRS	Treasurer
	Arrange Ethics Training	Board
June	BoD meeting	President
	File Group Exemption with AIHA	Treasurer
	Joint AIHA/ASSE Social	Board
	Send out Officer Elections Ballot	Past President
July	BoD meeting	President
August	BoD meeting	President
	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	Annual Calendar Planning meeting	Outgoing Board & Incoming Board



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September	Annual Meeting, Webinar	Program Committee / President-Elect
	Intro Incoming Officers	President
	Update Website with new Board Members	Director
	Send Incoming Officer List to the Regional Director and AIHA National	President
	Safety Summit Kick Off meeting	Board
October	BoD meeting	President
	Send Business Plan to Regional Director and National	President
	New officer orientation to train on responsibilities and business plan, Constant Contact	President
	Constant Contact Survey (As needed)	President
November	BoD meeting	President
	Bylaws review	President
	Holiday event planning	Board
	Determine if we want to purchase webinar subscription for next year	Board
	Designate AIHA Leadership Training Attendee	Board
	UofA Student Outreach – Career Panel	Board
	Tucson PDC	Board
	Create the membership renewal event and schedule it to send out in January	Treasurer
	PO Box Renewal	Treasurer
	Solicit Board of Director candidates	
December	BoD meeting	President
	Renew Constant Contact	Treasurer
	Renew Mini-Subscription to AIHA Webinars (if board decided to subscribe next year)	Treasurer