



### ARIZONA AIHA LOCAL SECTION OFFICERS

#### Meeting Agenda

October 14th, 12:00 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
Michael Breu - Past President.	x	Christina Collins -Treasurer - Elect	x
Cary Gherman - President	x	Marie Thorsen-Treasurer	x
Dylan Staack – President-Elect	x	Heidi Partlowe– 2 <sup>nd</sup> Year Director	
Krysta Myers -Secretary - Elect	x	Robin Steiner – 1 <sup>st</sup> Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	x
		Isaac Roa	

- 1) **Welcome – Call to Order** at: 12:02 by Mr. Gherman.
- 2) **Approval of previous meeting minutes** - motion by Ms. Collins, seconded by Mr. Staack
- 3) **Routine Business**
  - a) **Treasury Report-**

	Last Month	Current Month
Wells Fargo	\$16668.83	\$ 16,668.83
PayPal	\$ 191.76	\$ 215.40

\$3,000 was provided to Issac Roa for research, but this money is no longer needed. He will check to see if there is another student who needs the funding and if not, he will return the money to the AIHA account. If there is no need in U of A, will reach out to Embry Riddle to see if they have students needing funding.

#### 4) Old Business/Last Meeting

Tucson U of A half- day PDC - change in faculty at U of A and no option for using class time for this event. Based on this and COVID restrictions, will review this again in Spring 22.

#### 5) PDC/Webinars –

- **October** - Kevin Ashley (Breu/Staack) confirmed 10/20/2021 – Kevin Ashley. 17 people registered for event.
- **November** 17 - Kent Candee- Los Alamos- Assigning health hazard severity ratings using GHS Health Hazard Statements for use in Qualitative Exposure Assessments
- **December** – No event due to holidays/end of year.
- **Jan** - May

Would like to populate schedule for 2022 by end of year and also review whether F2F meetings are possible. Planning on webinar for January and then if in person events are possible, will go back to normal cadence of less events, but in person such as Safety Summit, PDCs and social event at year end.

- Future PDCs:
  - Stephanie Caler- Gas Monitoring
  - Jake Nurre (Noise/ Hearing Conservation-November)



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- Noise Damping in the near future (Staack/Collins) -Jeff Komrower (Noise Control Engineering)
- Tucson/U of A PDC

6) **Safety Summit Committee Update (Thorson/Staack)** Nov 15<sup>th</sup>, 2022. Info page <https://az.assp.org/> Call for speakers [https://docs.google.com/forms/d/e/1FAIpQLSdVQXgZGRky3UPtAwFNBbuZ9U3QTJ74\\_q3oWA7Ut-iTKPQgUw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdVQXgZGRky3UPtAwFNBbuZ9U3QTJ74_q3oWA7Ut-iTKPQgUw/viewform)

No location determined yet, working on food options. Mr. Staack taking lead on vendor price scaling. Summit team is proposing higher fees, Mr. Staack proposing a scaled model with lower prices for smaller local vendors based on fees from other similar events. Board supports lower fees based on vendor feedback. Also noted that ASSP page doesn't reference AIHA except in logo. Ms. Shindel posted the call to speakers in the AIHA Catalyst web page <https://community.aiha.org/communities/community-home/digestviewer/viewthread?GroupId=7&MessageKey=e490d604-c93d-4da1-89d1-b7020a77b5be&CommunityKey=4e158346-650d-41fa-9531-fbc9fac20e62&tab=digestviewer&ReturnUrl=%2fcommunities%2fcommunity-home%2fdigestviewer%3flistKey%3dc8c2ffa7-5866-4090-ab36-78bcb3f4f1f8>

7) **AZ AIHA Outreach Committee** - role assigned to 2<sup>nd</sup> year director.

8) **New Business/Open discussion (Gherman)**

- a) **Webinar Planning/Future speaker coordination** - Proposal from Mr. Staack that 1<sup>st</sup> year director will coordinate speakers. Ms. Steiner will support, and Ms. Thorsen will help.
- b) **AIHA Playbook Implementation Discussion** - Mr. Gherman asking the board to review document and determine if there are any ideas for implementation.
  - 1. Mr. Staack noted that other groups have periodic happy hours to bring in more social / professional interactions. Discussion for happy hour in January at outdoor venue. Ms. Shindel to bring in proposal for venue
  - 2. Suggesting a 2 hour planning meeting to review playbook and benchmark what are we doing and we could start November 10<sup>th</sup> meeting will extend to 2 hours.
- c) **Monthly Newsletter** - Mr. Gherman will create monthly newsletter. Suggestion to include small bios of board and potentially spotlight members. Consider including a link to job postings or Linked in page

9) **Roundtable**

10) **October to do list:**

- a) Send business plan to Regional Director and National
- b) New officer orientation to train on responsibilities & business plan
- c) Constant Contact Survey

**Action Items:**

Mr. Staack to confirm with October speaker.

Ms. Shindel to bring in proposal for location in January

Ms. Myers to extend November meeting to 2 hours.



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All board members to send short bio and picture of themselves for newsletters.  
Mr. Gherman to complete October to do lists

#### Motion to adjourn:

Month	Task	Person(s) Assigned
January	BoD meeting	President
	Holiday Party	Program Committee / President-Elect
	AZ Invoice Members	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 AIHA/ASSP – Host AZ Safety & Health Summit	President Board
April	BoD meeting	President
	File with Az Corp Commission	Treasurer
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
	UofA Research Stipend Agreement Funding	President/Treasurer
August	BoD meeting	President
	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	Annual Calendar Planning meeting	Board
September	Annual Meeting, Webinar	Program Committee / President-Elect
	Intro New Officers	President
	Update Website with new Board Members	Director



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	Send New 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 (Every odd year)	President
November	BoD meeting	President
	Bylaws review	President
	Holiday event planning	Board
	Determine if we want to purchase webinars 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
	Webinar	Treasurer / Director
	Renew Mini-Subscription to AIHA Webinars	Treasurer