



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

December 8th, 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	
Krysta Myers -Secretary - Elect	x	Robyn Steiner – 1 st Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	
		Isaac Roa - U of A	

- 1) Welcome – Call to Order at 12:01 PM.
- 2) Approval of previous meeting minutes - Ms. Collins motioned, Mr. Breu seconded.
- 3) Routine Business
 - a) Treasury Report-

	Last Month	Current Month
Wells Fargo	\$16,693.83	\$16,780.83
Paypal	\$215.40	\$261.65

b) - Scholarship/Grant Money: U of A PhD student – Jenna Honan in the Environmental Health Sciences program at U of A. \$3000 Grant. Was approved at previous meeting. Mr. Gherman has requested she present to Board and/or membership.

- 4) Old Business/Last Meeting
 - a) Discussion on board on how to include the zoom meeting link in the meeting notice to avoid issues. Issue with constant contact including this info. Decided to maintain system as is, but ensure that an email is sent out the night prior to the zoom meeting with the link to the zoom and the subject “here is a link to the session”.
 - b) By-Laws & Position Description Changes/Approval – By Laws require board & membership approval. Board has approved changes to bylaws. Next steps are for Mr. Gherman to add logo and update date on document and then send it to AIHA National (Thursa). Once approved by National, Thursa will send it out to membership approval. Position descriptions were reviewed and approved by the board. Ms. Shindel will post final version on web site.
 - c) Website Updates – Reviewed with board. Board member bios and pictures are posted on web page.

- 5) Programming/PDC/Webinars – (1st Year Director – Dylan Staak & Robyn Steiner)
 - **December** – BoD Meeting/No event due to holidays/end of year.
 - **January – In Person Local Section Social Event 1/21 6PM - Pier 54 – Sharon** Ms. Thorsen will contact restaurant for a reservation. Once that is secured, Ms. Myers will create event and Ms. Collins will send it out. Event will include “Plus 1”.
 - **February/March?** Decided to continue some webinars, Mr. Staack will contact prospective speakers for dates.
 - **April 21** – Health & Safety Summit (see topic below)



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- Future PDCs:
 - 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
 - Sheila Gwizdak – Childhood Lead Exposure

6) Safety Summit Committee Update (Ms. Thorson/Mr. Staack)

Question will safety summit require proof of vaccination / testing? Summit team has not yet discussed this, ASSP suggests following CDC requirements. Board supports position for masks required. Mr. Staack and Ms. Thorsen will bring this up with summit committee. Will revisit our position if CDC guidelines change.

Dr. Martin Harper would like payment towards expenses from AIHA. Summit team is asking our opinion of whether this payment is warranted. Board decision is that we decline to pay.

7) AZ AIHA Outreach Committee - (2nd Year Director – Ms. Partlowe) – No update

8) New Business/Planning Meeting (Mr. Gherman)

a) December Newsletter – Content:

1. Website Updates
2. By Laws Approval
3. January Social Event
4. Board Positions – 2022/23. (Dee Huddleston will put in for 1st year director)
5. Safety/Health Summit Update

9) Roundtable

10) December to do list:

- a) Holiday Event Planning (Begun)
- b) AIHA Leadership Training Attendee – Mr. Staack, TBD March or May 2022.
- c) Membership Renewal Event (Ms. Collins) – In progress
- d) Board of Director/President Elect candidates (need to develop pipeline) - Candidate avail for director for next year.

Action Items:

Mr. Gherman – December Newsletter

Mr. Gherman – email bylaws to AIHA National for review

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

Ms. Thorsen/Ms. Shindel – make reservation at Pier 54



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

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

Motion to adjourn: Ms. Collins motioned, Mr. Staack seconded 1:03 PM.

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



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	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	Annual Calendar Planning meeting	Outgoing Board & Incoming Board
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