



### ARIZONA AIHA LOCAL SECTION OFFICERS

#### Meeting Agenda

February 9, 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	Proxy	Marie Thorsen-Treasurer	x
Dylan Staack – President-Elect		Heidi Partlowe– 2 <sup>nd</sup> Year Director	x
Krysta Myers -Secretary - Elect	x	Robyn Steiner – 1 <sup>st</sup> Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	
		Isaac Roa - U of A	x

1) Welcome at 12:05

2) Approval of previous meeting minutes Motioned by Ms. Steiner, seconded by Ms. Myers.

#### 3) Routine Business

##### a) Treasury Report-

	Last Month	Current Month
Wells Fargo	\$16,142.31	\$16,542.31
Paypal	\$306.57	\$306.57

#### 4) Old Business/Last Meeting

a) By-Laws Approval – By-Laws were sent out for approval, 11 responses – all approved. Ms. Shindel to post updated by-laws on web page.

#### 5) Programming/PDC/Webinars – (1<sup>st</sup> Year Director – Dylan Staak & Robyn Steiner)

- **February** – Social event moved to Feb. 25. Discuss logistics/sign-ups, etc. Have chicken, steak, shrimp skewers and extra sides veggies. Need final headcount on Friday 2/18 Ms. Myers to send to Ms. Shindel. Reminder to be sent out to members by Friday 2/11.
- **March** – No webinar scheduled, board meeting only.
- **April 4** – Half-Day PDC Tucson/U of A, 1-4PM. Discussed providing food outdoors at the beginning of the event (12-1). Plan is for students to present content and conclude with a career panel. Two student speakers are confirmed by Mr. Roa, still working on additional speakers. May need to add non student speakers to ensure we have enough speakers for 2 hours' worth of content. Ms. Collins to place catering order. Will use classroom space for presentations, have identified outdoor space for dining.
- **April 21** – Health & Safety Summit (see topic below)
- **May/June** – Need to seek speakers



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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. (Planned for April 4<sup>th</sup>)
  - Sheila Gwizdak – Childhood Lead Exposure

- 6) **Safety Summit Committee Update (Ms. Thorson/Mr. Staack)** 50 people have signed up, have good sponsorship signed up. Seeking volunteers for Summit – contact Brandy Miller [bmiller@apexergonomics.com](mailto:bmiller@apexergonomics.com) to volunteer. Graphics avail for sharing on social media. Email with code to reduce cost of Summit. Question on if volunteers get reduced price.
- 7) **AZ AIHA Outreach Committee - (2<sup>nd</sup> Year Director – Ms. Partlowe)** Developed announcement and survey for schools to request presentations. Will invite school district and colleges. Ms. Partlowe is seeking any additional contacts for schools for initial outreach. Ms. Shindel to forward a career day invite for Peralta elementary school.

Wondering if we can perform some outreach on IH in Tucson while we are in Tucson for PDC? Materials may be ready for presentations or can focus on the career panel.

- 8) **New Business/Roundtable** None

9) **February to do list:**

- a) Board of Director/President Elect candidates (need to develop pipeline) – need to continue to seek candidates.
- b) Social Event - IP
- c) March, May or June Events – no event in March, plans for May/June.
- d) By-Laws Approval

10) **Review Action Items:**

- a) **Ms. Thorsen** – check on amount of donation to charity from Safety Summit
- b) **Constant Contact list clean-up** - Ms. Thorsen has added new members from national to the Constant Contact list. Second phase is to remove members whose emails “bounce back”. Ms. Thorsen will remove these members from the mailing list.



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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
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



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	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