



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

March 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		Marie Thorsen-Treasurer	x
Dylan Staack – President-Elect	x	Heidi Partlowe– 2 nd Year Director	x
Krysta Myers -Secretary - Elect	x	Robyn Steiner – 1 st Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	
		Isaac Roa - U of A	x

- 1) **Welcome** Opening meeting at 12:02
- 2) **Approval of previous meeting minutes.** Mr. Dylan proposed approval, Ms. Partlowe seconded.

3) **Routine Business**

a) **Treasury Report-**

	Last Month	Current Month
Wells Fargo	\$16,542.31	\$15,306.25
Paypal	\$306.57	\$329.08

4) **Old Business/Last Meeting**

- a) By-Laws Approval – By-Laws have been approved and posted on the section webpage

5) **Programming/PDC/Webinars – (1st Year Director – Dylan Staack & Robyn Steiner)**

- **February** – Social Event held Feb. 25. Cost about \$1500. Positive comments on event experience, will review options for future events that include a short menu vs. catering to help with no-show costs.
- **March** – Board meeting only.
- **April 4** – Half-Day PDC Tucson/U of A, 1-4PM. Discussed whether to have this event virtually due to having only 1 hour of student provided content. Response - event focused on networking for students and opportunity for Tucson members to have event in Tucson so would like to hold this even if have a shorter event and less attendees due to Covid/location. Discussed if to ask presenters on the future webinar list if they can attend but decided that they would need more notice. Ms. Steiner has can present on Silica, Mr. Staack provide hands on sampling equipment for silica. Agenda: Lunch 12-1, Student presentations 1-2, Silica – 2-3, Career Panel 3-4 Ms. Collins to place catering order and send out Constant Contact. Include directions & mask policy. Will use classroom space for presentations, have identified outdoor space for dining. Mr. Roa determine if room size is enough to socially distance and to provide address/direction for locations and parking information.
- **April 21** – Health & Safety Summit (Thorsen/Staack) Event is currently \$6,000 in the red due to cost of venue and need to pay for food costs minimum from venue. Seeing lower vendor numbers and lower registrations. Leadership team believes we need more vendors to sign up and requested in person calls for registration. Discussed options for reaching out to our members. Will add info on Summit to email about April 4th PDC. Board members will reach out as appropriate to contacts and encourage them to sign up. Cost also includes \$2,000 donation to Special Olympics.



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Unclear if there will be an AIHA specific table, may combine with ASSP, S4NP. Several board members will be in attendance who can cover table during breaks. Discussed need for AIHA shirts. Mr. Gherman to reach out to Aaron Baldwin regarding past shirt order and banner with new logo. Mr. Gherman to also contact National AIHA for brochures and other items to hand out.

- **May/June/Summer** – Need to identify speakers_& venues – Ms. Partlowe to reach out to Sheila Gwizdak for a June presentation, potentially in person.

- **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)
 - Sheila Gwizdak – Childhood Lead Exposure

6) **AZ AIHA Outreach Committee - (2nd Year Director – Heidi Partlowe/Dylan Staack/Robyn Steiner)**

- a) Finalized contact list
- b) Sent outreach invitation to 32 contacts
- c) Sixth grade career day – Peralta Elementary May 5th Event
- d) Have not yet heard back from any schools contacted and reaching close to end of school year.

7) **New Business/Roundtable**

- a) **2023 AIHCe/Phoenix**
 1. **Confined Space speaker/Site Tour/Planning Committee** – Ms. Collins volunteered to talk about confined space.
 2. Need to identify leader/committee members and get additional information from National on what our local section needs to do to prepare for conf.

8) **March to do list:**

- a) **Board of Director/President Elect candidates** – need to seek candidates and set up election for June

9) **Review Action Items:**

- a) **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
	New officer orientation to train on responsibilities and business plan, Constant Contact	President



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	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