



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

April 13, 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	
Michael Breu – Past President	x	Marie Thorsen-Treasurer	
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	x

- 1) **Welcome** – Meeting commenced at 12:06 PM.
- 2) **Approval of previous meeting minutes.** Mr. Dylan motioned, and Ms. Steiner seconded. Minutes approved

3) **Routine Business**

a) **Treasury Report-**

Tucson Meeting – 28 attendees including 12 students

Costs totaled \$565.54 (Lunch)

Amount collected from attendees \$303.76 – Students attended for free

I attached a few pictures from the event to add to our website.

Aaron Baldwin, previous Past President, purchased items with new logo, this was approved last year, and he was reimbursed.

Banner/Stand/Tablecloth - \$819.54

Shirts - \$343.84

	Last Month	Current Month
Wells Fargo	\$15306.25	\$ 13,709.33
Paypal	\$329.08	\$ 655.35

4) **Old Business/Last Meeting**

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

- **April 4**– Half-Day PDC Tucson/U of A, 1-4PM. Students’ presentations were very good, no specific feedback from students on PDC. Panel may have had too many people so not enough time for questions. Suggestion for next year is to keep panel numbers smaller. Had some participants that had not been at events in a while, and some recruiting options with students. For future events pitch this as job/networking event for students and companies to hire. Discussed timing of event vs. hiring time at employers and when students will have content from their projects to present. Will need to decide next year when to put on event – normally done in November. Dr. Rustin Reed will be faculty contact for student section next year.



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

April 13, 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

- **April 21** – Health & Safety Summit (Thorsen/Staack)
 - Revenue – event is now anticipated to be profitable (estimate 4K total, 50% for AIHA).
 - Registrations – 96 paid participants, with vendors ~150. Online registration is open for \$175 - till 5 PM on Monday the 18th. After that in person registration will be \$200.
 - AIHA Table – Cary, Dee and Sharon will be available to support
 - Shirts – Cary will pick up shirts and have them at venue.

- **May/June/Summer** – Ms. Steiner to reach out to Heidie Partlow and Sheila Gwizdak to select a date for a June presentation, need to locate a venue – discussed reaching out to Aaron Baldwin (SRP) and John Lemanski (ASU Skysong). Mr. Breu will contact them both.

- **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)
 - Outreach to ASU IH class in for late December.
 - May 4th virtual career day for elementary school (4th/5th/6th graders)

- 7) **New Business/Roundtable (Dylan Staack)**
 - 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.
 3. Mr. Staack will visit Nashville local section at AIHCE and liaison with National to find out what local section can do.
 4. Suggest promoting this for June in person meeting to get volunteers for planning committee and venues for tours during the conference.

- 8) **April to do list:**
 - a) **Board Candidates/Election** – need to seek candidates and set up election for June. Mr. Brue to setup election as past president.
 - b) **AZ Corp Commission Filing** – completed by Ms. Collins.

- 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.



Arizona
LOCAL SECTION

ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

April 13, 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

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
	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