



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

May 11, 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	x	Marie Thorsen-Treasurer	
Dylan Staack – President-Elect		Heidi Partlowe– 2 <sup>nd</sup> Year Director	x
Krysta Myers -Secretary - Elect		Robyn Steiner – 1 <sup>st</sup> Year Director	
Sharon Shindel – Secretary	x	Student Section Representative	
		Isaac Roa - U of A	

- 1) Welcome – 12:09 call meeting to order
- 2) Approval of previous meeting minutes. Ms. Shindel motioned, Ms. Partlowe seconded motion.
- 3) Routine Business
  - a) Treasury Report-

	Last Month	Current Month
Wells Fargo	\$ 13,709.33	\$13,784.33
Paypal	\$ 655.35	\$700.37

Health & Safety Summit - \$6,225.70 proceeds to AZ AIHA.

4) Programming/PDC/Webinars – (1<sup>st</sup> Year Director – Dylan Staack & Robyn Steiner)

- **April 21** – Health & Safety Summit (Thorsen/Staack). Board wants to recognize Ms. Thorsen and Mr. Staack’s efforts in preparing and setting up the logistics for the Summit. Next Summit is planned for Fall 2023. Feedback - +/- . Logistics, venue, food were great. Content of seminars was good. Some issues with audio in the larger room. For the next Summit we want to ensure we have empowered reps that have enough time to support the event and receive lesson learned from this year’s chairs.
- **June – Sheila Gwizdak - Childhood Lead Exposure. Need to select a date and locate a venue** – Decided on June 16<sup>th</sup> 11:30-1:30. Mr. Brue will request time at SRP and/or Sky Song.
- **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)

5) AZ AIHA Outreach Committee - (2<sup>nd</sup> Year Director – Heidi Partlowe/Dylan Staack/Robyn Steiner)



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Outreach team presented to Peralta elementary school kids (Phoenix) to three different classes. Ms. Parlowe to ask AIHA what information they need on the outreach.

#### 6) 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.
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.

#### 7) May 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.
  1. Solicit people to run
  2. Send list to Thursa – puts ballot together
  3. Send link to members for vote
  4. Get results/communicate
- b) **File 990N with IRS** – Ms. Collins completed and submitted form.
- c) **Ethics Training** – Mr. Brue to reach out to ASU professor to teach ethics seminar in September. Sept. 15<sup>th</sup> proposed date at SRP. Mr. Brue to request space.

#### 8) 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
	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



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	Renew Mini-Subscription to AIHA Webinars (if board decided to subscribe next year)	Treasurer
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