



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

August 10th, 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	
Krysta Myers -Secretary - Elect	x	Robyn Steiner – 1 st Year Director	x
Sharon Shindel – Secretary	x	Student Section Representative	
		Sam Sneed - U of A	x

- 1) Welcome 12:03 PM opening meeting.
- 2) Introduction of New 2022-23 Board Members:
 - Dee Huddleston – President Elect
 - Eric Lyding – 1st Year Director
 - Sheila Gwizdak – Treasurer – Elect
- 3) Continuing Board members with new 2022-23 roles:
 - Dylan Staak - President
 - Cary Gherman – Past President
 - Sharon Shindel – Secretary-Elect
 - Krysta Myers – Secretary
 - Christina Collins – Treasurer
 - Robyn Steiner – 2nd Year Director
- 4) Thank you to departing board members:

Thank you to Ms. Thorsen for her work as Treasurer Elect and Treasurer and, on the Health, & Safety Summit sub team for the past two years. Thank you to Ms. Partlowe for her work as Director and the Outreach Committee. They both will be rotating off the board as of September.

- 5) Approval of previous meeting minutes
Ms. Collins motioned, Mr. Dylan seconded, minutes approved.
- 6) Routine Business
 - Treasury Report-

	Last Month	Current Month
Wells Fargo	\$13,656.21*	\$13,684.67
Paypal	\$899.99	\$899.99



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*\$8475 proceeds received for Health and Safety Summit. Issue with wording and numbers on check not matching. Mr. Staack will reach out to ASSP and have them mail a new check to Ms. Collins.

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

- **August** – Nothing scheduled
- **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 – Progress on research

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

- Ms. Partlow- No updates due to the summer break

9) New Business/Roundtable

- **2023 AIHCe/Phoenix (Dylan & Sub-committee)**
 - Mr. Staack, Ms. Huddleston and Mr. Baldwin are leading the sub-committee moving forward on a biweekly basis.
 - Committee members met last week and identified sub team members. Identified Dr. Carmona as local dignitary and Mr. Staack and Mr. Ochs will meet with Dr. Carmona next week to discuss speaking at AIHCe..
 - Team also met with Ben from AIHA on filming a 6 minute promotional video. Shooting locations in Downtown Phoenix need to be identified by August 18th to AIHA. We need to identify a minimum of 3 IHS to be in the video.
 - We are getting good feedback from National about our participation and engagement so far.
 - Will need volunteers from AIHA local section and student members during conference.
 - Tour venues in progress. Mr. Staack has vendor that will donate PPE for tours.
 - Mr. Staack will email U of A faculty reminding them of AIHCe conference and opportunities for student presentations/posters, networking and volunteer options. Request for U of A to support attendance.
 - (1) Option for local section to provide funding for students to attend and volunteer.
 - Brochure is in progress – please add your recommendations to the document on drop box. Ms. Shindel to verify due date with AIHA.

10) To do list:

- **Group Exemption-** Ms. Collins has completed this.
- **Ethics Training** – Dr. Affolter will present at SRP on Sept 30th 11-3 to include lunch, presentation start is 1 PM. This will allow time for networking. Mr. Baldwin will book SRP Heritage center and review if there are other room options available that will allow for a hybrid meeting. Mr. Brue to notify Dr. Affolter, Ms. Myers to send out Constant Contact.
- Moving Board meetings to Tuesdays at 12-1 starting in September. Ms. Myers to send out zoom calendar with new board members.
- **Constant Contact list clean-up** - Ms. Thorsen found about 180 emails from our list that “bounced back”. Majority are members added more than 10 years ago. Deleted duplicates. Need to decide what to do with these names info



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that are old emails that are no longer valid. Decision: remove these names from the full member list. Ms. Thorsen to do the final cleanup.

- **In person board meetings** – goal is to have in person quarterly meetings, at conference rooms (helps accomplish more) with catered lunch. Option is to meet at SRP or at Warner/Kyrene Atlas Technical conference room – Ms. Steiner.
- **Mr. Staak** reached out to U of A professors to engage with local section, waiting to hear back.

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



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	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