



ARIZONA AIHA LOCAL SECTION OFFICERS
June 13, 2023, 12:00 – 1:00 p.m.

Officers Attendance:

Table with 4 columns: Name, Attendance Status (Present/Proxy), Position, and another Attendance Status (Present). Rows include Dylan Staack, Cary Gherman, Dee Huddleston, Krysta Myers, Sharon Shindel, Sheila Gwizdak, Christina Collins, Robin Steiner, Eric Lyding, and Sam Sneed.

- 1) Welcome - Meeting started at 12:05 PM
2) Approval of previous meeting minutes- Sharon motioned, Christina seconded.
3) Routine Business
• Treasury Report-

Table with 3 columns: Category, Last Month, Current Month. Rows include Wells Fargo and Paypal with corresponding dollar amounts.

4) Programming/PDC/Webinars – (1st Year Director –Robyn Steiner/ Eric Lyding

- June – Off
• July - Off
• August - Off
• September – Jeff Komrower: Noise Control Course 09/21
o SRP – Mohave Conference Room
▪ 11:00 – 12:00 Lunch; 12:30 – 2:30 presentation
▪ Will send out notice after election
• October- Volunteer event?
o Project CURE https://projectcure.org/take-action/volunteer/group-volunteering/
o Pick an October Sat Afternoon date – based on board member availability – check after election

5) AZ AIHA Outreach Committee - (2nd Year Director –Robyn Steiner/ Eric Lyding)

- Local Section Welcome Video
• https://www.youtube.com/playlist?list=PLoDyzGoVEcby7ua901rn4S4JtxGexmFBq
• Se Puede video shoot
• https://www.youtube.com/playlist?list=PLm2Z0uH10mT60MxVpyf5lZxceR_zeLmu7
• New opportunities - #IAMIH can report activity on Catalyst and sign up on website.
• AZ Safety Summit (November 1st) booth ideas (Dee/Eric/Sheila)
• Decided on speakers, minutes forwarded to Board.
• Need student rate - Dee to escalate to the AZ Safety Summit Board



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- Sending reminders to our list serve via Constant Contact.
 - (1) Attendee and sponsorship registration now available.
 - (a) Is Local Section AZ AIHA getting a booth?
 - (i) Last year we did not as all booths were sold. Since we split profits the booth we really only cost us \$250. If we want a booth we may want to consider reserving it.
 - (2) Attendee and sponsorship registration should be added to the site and Constant Contact should go out to let local section members know.

6) New Business/Roundtable

- AIHce round-up - Group
 - Great response from the National Planning Committee
 - Wonderful social event following the show
 - (1) Apologies to those who planned it that I left them off the acknowledgement email.
 - Cultural Heritage and AZ-AIHA - NAGPRA Discussion with Ralph
 - (1) Headed by Ralph Froehlich. During AIHCE reviewed background with Hopi representative. No specific actions identified at this time.
 - Dee and Michael were GREAT representatives for our local section and our city.
 - Mayor Gallegos was a great fit (Environmental Science background)
 - Thanks to all!!
- Jesse Attencio emailed with concerns that he and the AZDOSH group were not notified that other State OSHA agencies were presenting.
 - Email was sent back with details on our Constant Contact emails that were sent.
 - (1) National and local section emails were sent out periodically over the last year. AZ AIHA cannot be held responsible for individually emailing everyone to keep them involved.
 - We encouraged Jessie and his group to get/stay involved with the AZ AIHA in the future.
- Purchase Banner through National or Local - Sharon to order banner through national using designated verbiage from National – awaiting help from Ben Rome with AIHA.
- 2024 Elections – candidates in place. Krysta to put together Constant Contact to members with election link.

7) To do list:

- File Group Exemption with AIHA – Christina (IP)
- Send out Election Ballot – Krysta/Christina
- Incoming positions should meet with the current position holders to discuss any questions they have on the position.

Month	Task	Person(s) Assigned
January	BoD meeting	President
	Holiday Party	Program Committee / President-Elect
	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	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



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	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 (moved to November)	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/ASSP Social	Board
	Send out Officer Elections Ballot	Past President
July	BoD meeting	President
August	BoD meeting	President
September	Annual Meeting, Webinar	Program Committee / President-Elect
	Annual Calendar Planning meeting	Board
	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
	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



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