



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

Officers Attendance:

Table with 4 columns: Name, Present (left), Name, Present (right). Rows include Dylan Staack, Cary Gherman, Dee Huddleston, Krysta Myers, Sharon Shindel, Sheila Gwizdak, Christina Collins, Robin Steiner, Eric Lyding, Student Section Representative, and Sam Sneed.

- 1) Welcome -
2) Approval of previous meeting minutes- Dylan motioned, Christina seconded. Motion approved at 12.05 PM
3) Routine Business
• Treasury Report-

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

- 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
• October- Volunteer event
o Proposed for Project Cure, October 21st. Will send out constant contact signup in August.
5) AZ AIHA Outreach Committee - (2nd Year Director –Robyn Steiner/ Eric Lyding)
• AZ Safety Summit (November 1st) booth.
• Sheila to ask committee if AIHA will get a table on their own and if we have to share with others, can the combined associations get 2 tables.
• Sheila and Eric are working on contacting vendors to see if they want to sponsor the Summit. Will request help from board if needed after reviewing what vendors have already been contacted.
• Dee – board members are invited to present on IH at college course in Fall.

6) New Business/Roundtable



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- Purchase Banner through National or Local-Sharon to order banner through national using designated verbiage from National – haven't heard back from National on this.
- 2024 Elections – completed with 30 voters. Will invite new board members to next meeting.
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7) To do list:

- Send out constant contact with September in person meeting – Christina

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
	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/ASSE Social	Board
	Send out Officer Elections Ballot	Past President
July	BoD meeting	President
August	BoD meeting	President
	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



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