



### ARIZONA AIHA LOCAL SECTION OFFICERS January 10th, 2023, 12:00 – 1:00 p.m.

**Officers Attendance:**

	Present		Present
Dylan Staack - President.	X	Sheila Gwizdak -Treasurer - Elect	X
Cary Gherman – Past President	X	Christina Collins-Treasurer	X
Dee Huddleston – President-Elect		Robin Steiner– 2 <sup>nd</sup> Year Director	X
Krysta Myers -Secretary	X	Eric Lyding – 1 <sup>st</sup> Year Director	X
Sharon Shindel – Secretary - Elect	X	Student Section Representative	
		Sam Sneed - U of A	

- 1) Welcome 12:00 PM opening meeting. Meeting called to order 12:02pm by Mr. Staack. And seconded by Ms. Myers
- 2) Approval of previous meeting minutes motion to approve by Mr. Staack. And seconded by Ms. Myers
- 3) Routine Business
  - Treasury Report-

	Last Month	Current Month
Wells Fargo	\$19,199.38	\$19, 032.65
Paypal	\$1,066.71	\$1,089.23

- 4) Programming/PDC/Webinars – (1<sup>st</sup> Year Director –Robyn Steiner/ Eric Lyding)
  - January- Holiday event
  - February – None
  - March – U of A- Rustin confirmed space. Need date
  - April – Hybrid option for PDC
  - June- Hybrid
  - September- (annual meeting, in person)
  - November-
  - December-potential to partner with ASSP, Ms. Steiner to engage ASSP

\*moving forward discussion on every other month having an in-person/hybrid PDC

\*November and on we will offer sponsorship at reasonable price

-need permission/approval from Aaron B

- **Future PDCs:**
  - Noise Damping in the near future (Mr. Staack/Ms. Collins) -Jeff Komrower (Noise Control Engineering. Will have to be virtual)
  - Jenna Honan – March at the U of A – Progress on research
- National Conference Updates

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



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- Isabella Canning -Student Rep at National Level- has requested speakers from the Local Sections to review. She will be reaching out. No longer part of the committee
- Hamilton High- Chandler Innovation Fair – help with judging virtually or a booth at the event from 10am-3pm on Feb 25- Sharon to volunteer. Ms. Steiner to follow up.
- Future events
  - Career Day at Peralta Elementary School on May 18<sup>th</sup> (all day event)- will look to support in 2024, not 2023.

#### 6) New Business/Roundtable

- Holiday event- Cornish Pasty lunch
  - Do we need to move the date?
    - (1) Yes February 10<sup>th</sup> preferred, February 4<sup>th</sup> as the second preference, Feb 11<sup>th</sup> as third preference
- Mr. Lyding to connect on Feb PDC with Wes Dubose
- Mr Staack to contact Jeff Komrower
- Mr Staack to create a “thank you” letter
  - Mr. Staack to have the letter ready for review in our next meeting
- Scholarship
  - Mr Staack has connected with Dr. Beamer and now the scholarship is in the students hands
  - Recommendation to come from professor to AIHA board. Award in March
- Bios
  - Mr. Sneed to send Ms. Shindel his bio
- In person meeting with UA professors - done
- Mr. Lyding and Ms. Steiner to take over future PDCs
- Coordination with Ms. Shindel, Ms. Gwizdak, Ms. Staack and Ms. Collins on Constant Contact
- Attach Business Plan to meeting mins
- Ms. Gwizdak to be connected to Safety Summit – done

#### 7) To do list:

- Mr. Staack to connect with Jeff Komrower regarding PDC availability
- Team to proof read “Thank You” letter
- Ms. Shindel to move the Axe Throwing “Class Axe Throwing Tempe” for holiday event
- Ms. Shindel to change date with Cornish Pasty
- Mr. Staack to review naming requirements for meeting minutes
- Mr. Staack to send email to Ms.Gwizdak, Ms. Shindel and Ms. Colling regarding Constant Contact
- Prep for next election, need nominations (Tucson Terragon team, ASU, SRP team)

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	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
	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



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