



AZ-AIHA Monthly Board Meeting 10-Oct-23 Meeting Minutes

2023/2024 Officers Attendance:

Name/Title	Present	Name/Title	Present
Dylan Staack, Past President	x	Sheila Gwizdak, Treasurer	x
Dee Huddleston, President	x	Christina Collins, Past Treasurer, Treasurer Elect	x
Aaron Bankhead, President Elect	x	Eric Lyding, 2 <sup>nd</sup> Year Director	x
Sharon Shindel, Secretary		Aaron Baldwin, 1 <sup>st</sup> Year Director	
Novi Wong, Secretary Elect	x	U of A Student Section Representative	

1) Welcome, meeting called to order at 12 PM.

2) Approval of previous meeting minutes: Dee motioned, Christina seconded.

3) Routine Business

- Treasury Report (Shelia Gwizdak, Christina Collins)

	Last Month	Current Month
Wells Fargo	\$12,567.86	\$11,604.23
Paypal	\$1,519.13	\$1,588.05

4) Programming/PDC/Webinars (Eric Lyding, Aaron Baldwin, Robyn Steiner)

- October - Volunteer & Happy Hour, October 21, 2023
  - Constant Contact already sent. 7 people were signed up as of 10/10/23.
  - Project CURE <https://projectcure.org/take-action/volunteer/group-volunteering/>
- AZ Health and Safety Summit (Shelia Gwizdak, Eric Lyding, Dee Huddleston), November 1, 2023
  - AZ-AIHA Booth. Plan is to set up association tables near registration (outdoor) and have food in this area.
  - Send out reminder for last day to register before price increase is the 18<sup>th</sup> of October. (Sheila sent out another reminder to members on 10/10/23).
  - There is a \$400 fee to set-up early, the day before (Halloween). Dee, Christina, Eric, Aaron Bankhead are available to help out.
  - Current attendee registration seems low, although more people are expected to register in the next few weeks (similar to previous years).
  - Action items:
    - Sheila will confirm the cost of setting up early and the time frame of when set-up will take place, and send out an email to the Board.
    - Dee to check with Aaron Baldwin who has AZ AIHA swag to bring for set-up.
    - Novi to contact Thursa La to ask for more swag/giveaways (done).

5) AZ AIHA Outreach Committee (Eric Lyding, Aaron Baldwin, Robyn Steiner)

- Dee - Endorsement letter was sent to Shannon to support the U of A College of Public Health (UACOPH) virtual escape room project.

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- AZ-AIHA BoD voted in favor for 2 student reps, more details noted under new business/roundtable below.
- Vanessa Agee's students, AZ-AIHA board members are invited to present on IH at College course in the fall (discuss at next meeting).

**6) New Business/Roundtable**

- Update on Student Representative (Sam Sneed's replacement on our board). Sharon had recommended Pedro Gallardo, who also serves on the Membership Advisory Group for AIHA and is now a PhD student, and Jersey Orias, who is in the MPH EOH-IH program.
  - Action item: Dee/Aaron Bankhead to reach out to these students.
- Student scholarship interests. Two application letters were reviewed.
  - Historically, funding is for research not travel.
    - Discussed splitting the funds for each applicant. Every year may be different. Voted no more than 3K total for scholarship(s).
  - Action item:
    - Dee to double check with Shannon re: the research projects and send email to BoD for final approval.
- Discussed funding/hosting a meeting at Embry Riddle (Prescott) to have more facetime with students and members located in that area. Consider having a combined meeting with EIA (AZ Environmental Information Association).
  - Action item: Eric will reach out to EIA contact to see if there is any interest of a combined meeting.
- 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.
  - Action item: Sharon to email Ben Rome and Thursa.
- Agreed to have an in-person Board meeting in December. Eric to host at Terracon.
- Dee needs a business plan to review (contact Cary for recent copy).

**To do list:**

- Refer to [action items](#) above.

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

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	Planning for Safety 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
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