



AZ-AIHA Monthly Board Meeting, December 14, 2023 Meeting Minutes

2023/2024 Officers Attendance:

Table with 4 columns: Name/Title, Present, Name/Title, Present. Lists attendance for various officers including Dylan Staack, Dee Huddleston, Aaron Bankhead, Sharon Shindel, Novi Wong, Sheila Gwizdak, Christina Collins, Eric Lyding, Aaron Baldwin, Jersey Orias, and Pedro Flores Gallardo.

- 1) Welcome, meeting called to order at 12:05pm.
2) Approval of previous meeting minutes: Approved
• Christina, Dylan, All present

3) Routine Business

- Treasury Report (Shelia Gwizdak, Christina Collins)

Table with 3 columns: Category, Last Month, Current Month. Shows financial data for Wells Fargo and PayPal.

- AZ-AIHA's half of the AZ Health and Safety Summit profit was \$375, the Planning Committee agreed with AZ-ASSP to donate the funds to the non-profit we supported this year (Kids Chance of Arizona) (profit was ~\$375 and was donated to charity – Kids Chance of AZ)

4) Programming/PDC/Webinars

Website: status on updates (membership link, bios, aesthetics, etc.) – Novi/Sharon not present to provide update. Provide update in next Board Meeting.

Holiday Social: Aaron Bankhead to provide update

Date & Time: Friday, January 26, 2024, 5:30pm (5:30-6:30 dinner, games begin at 6:30pm) Place: Game Show Battle Rooms (https://gameshowbattlerooms.com/) 6909 W. Ray Rd., Ste 29 Chandler, AZ 85226

A participative game show "experience". When you arrive to the game show location with your groups, we split you into two teams. Teams pick out names and get contestant tags and are prepped for the face-off. We bring you into the custom game show arena and you play three different game show games. Each round of the show is worth a "Battle Point". The Team with the most Battle Points at the end of the game show is the game show champion. The winning team goes on the Champions Wall of Fame for eternal bragging rights.

- o Planning for 20 attendees (attendees can be added one week ahead of time)
o Pricing: \$1,866 total + \$400 bar tab and desert (~\$2.3k total)
o Food: Award Winning Bar-B-Que dinner (two meat, three sides, desert)
o Drinks: AIHA will run a bar tab and hand out two drink tickets per attendee
o Sponsors: Sponsorship will be solicited from Vendors who will be given a few minutes during the Social to highlight their organization and services/products (not sure if there is room for a product display). Will be seeking sponsor(s) to offset \$1,000. Questions:

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- Event charge \$25 for non-member +1, free +1 for members
- Sponsorship:
 - Best way to communicate opportunities to Sponsors
 - Targeted email for this sponsorship opportunity (e.g., 3 x \$350, targeted invitation email from Constant Contact, etc.)
 - **ACTION** (Sheila): Send email requesting sponsorship to vendors (i.e., separate email from general registration, \$350/sponsor, Vendors receive 1-3min of formal introduction and may bring own literature, etc.)
 - General email to all Vendors/Suppliers with general detail about sponsoring an AIHA local section event
 - What is the local section offering for their sponsorship?

Spring PDC: March 12, 2023 – Tucson Campus, 10:00AM - 12:00PM start (breakfast served)

- Student Presentation #1: Yoonhee Jung (Risk tradeoffs and risk-perceptions of nurses on cleaning and disinfection (C&D) products: “green” vs. “traditional), “Dear AZ-AIHA President, I sincerely thank you so much for the great news! This research fund would be used as beneficial compensation for our survey research. I will do my best that I can share meaningful progress on the presentation day!”
- Student Presentation #2: Rietta Wagoner (Heat Exposure, Heavy Metal Exposure, and Acute Kidney Injury in a migratory Agricultural Population) “Thank you so much for your support! I look forward to completing the project and presenting at the Spring Professional Development Conference next March. Have a wonderful weekend!”
- Other Ideas:
 - Rustin Reed be willing to do a Heat Stress presentation? – **ACTION** (Aaron Bankhead): Ask Rustin Reed to present on Heat Stress at the March PDC at UA. (Also check with ADOSH to see what they’re doing with heat stress?)
 - Career Panel?
 - **ACTION** (Sheila/Novi): Sponsorship Opportunity – Lead communication with vendors for sponsorship of the PDC
 - **Potential Speakers/Topics ACTION** (All Board): Board to brainstorm speakers for 2024 Meetings (e.g., “Tales from the field” – Christopher Brandon, → Add to the January Agenda (Dee).
 - **Ethics?** Should we get some ethics training on the calendar?
 - **Christopher Brandon** – Tales from the Field: Inspector/Regulator

2024 AZ Health and Safety Summit

- We are in need of a planning committee for the 2024 Summit, suggested that Aaron Bankhead to lead with AZ-ASSP President Elect Jon Cordoba jcordoba@p3safetysolutions.com as they will both be President by November.
 - **ACTION** (Aaron Bankhead): Reach out to John Cordoba for introductions and initial discussions on 2024 Health and Safety Summit (and Sponsorship).
- Possible 2-day summit next year, one day of conference and one day golf tournament
- Possible location for 2024 Arizona Grand Resort, 8000 South Arizona Grande E, Phoenix, AZ 85044

5) AZ AIHA Outreach & Student Committee

- 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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- Scholarships were awarded in November. Distributed \$3,000 evenly between the two research projects \$1,500 to Yoonhee Jung (Green Disinfectants) and \$1,500 to Rietta Wagoner (Heat and Heavy Metal) both students have agreed to present at the Spring PDC in Tucson.
- Outreach: Tonopah Valley high School Career Fair
- **ACTION (Aaron Baldwin): Investigate how local section can be involved in the UA STEM Event in downtown Phoenix (Outreach Opportunity for Section membership)**
- CAP – Christine doing outreaching to Boy Scouts during merit badge event

6) New Business/Roundtable

- Discussed funding/hosting a meeting at Embry Riddle (Prescott) to have more facetime with students and members located in that area. AZ-ASSP and AZ-EIA are interested in a joint meeting if we get enough interest.
 - **ACTION (Christine): Reach out to Embry Riddle professor to gauge interest in a joint meeting (AIHA, ASSP, EIA, ER).**
 - **ACTION (Eric): Eric to reach out to EIA about interest and timing for holding a joint 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. **(Moved to “parking lot” for update from Sharon)**
- Dee needs a business plan to review **ACTION (Dee): Send business plan to Thursa at National AIHA.**
- **ACTION (Aaron Baldwin): Schedule in-person Board meeting for January 9th at SRP.**

To do list:

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
	Planning for Safety Summit	Board
May	BoD meeting	President
	File 990-N with IRS	Treasurer
	Arrange Ethics Training	Board
June	BoD meeting	President



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	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