



AZ-AIHA Monthly Board Meeting Minutes

February 11, 2025

2024/2025 Officers Attendance:

Name/Title	Present	Name/Title	Present
Past President: Dee Huddleston	x	Secretary-elect: Maggie Murphy	x
President: Aaron Bankhead	x	Treasurer-elect: Sienna Hall	x
President-elect: Ryan Whitney		2 nd Year Director: Aaron Baldwin	x
Secretary: Novi Wong	x	1 st Year Director: Cindy Hanko	x
Treasurer: Christina Collins	x	Student Representative: Pedro Flores Gallardo	x
		Student Representative-elect: Tomas Pramod	x

Welcome & Call to order (Bankhead): 12 pm

Approval of previous meeting minutes: Approved by Christina Collins, second by Aaron Bankhead.

Treasury Report (Christina):

	Last Month	Current Month
Wells Fargo	\$7,509.19	\$ 6,366.14
PayPal	\$3,240.66	\$ 3,809.83

Ryan's company provided \$250 sponsorship for the upcoming event.

Business plan Review (Cindy)

- On schedule for February and March.
- Update from Maggie regarding member lists in Constant Contact: data mining has been completed; the list has been cleaned up. Novi and Maggie will continue to maintain/work on this.

Discussion items

- **Follow Up:** We had a discussion on re-introducing a welcome email to new members. What was decided on this issue?
 - Discussed and planned to set a quarterly schedule with Secretary or Secretary Elect.
 - Typically there is a 1 month delay to get membership info from national AIHA to AZ AIHA. For members who signed up through AIHA national website, Sienna will download the members report 1x/month and send the report to the secretaries. For members who signed up through local AZ AIHA website, we need to figure out a way to send the member a welcome email directly from Constant Contact.
 - **Follow-up item:** Novi and Maggie to come up with template for review and schedule quarterly send out. Will plan to send this via Constant Contact and look to see if we can send out the email directly from CC.
- Issue with the CM/CEU's for the Health and Safety Summit was resolved.
- Winter Social at Pop Stroke Glendale on Friday January 31, 2025 was a success. Thanks again to Ryan for planning this event. Carpooling for future events depending on location is welcome and encouraged.



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- Community outreach event: Chandler Innovation Fair in downtown Chandler. The event is on Saturday, Feb 22, 2025. Thanks to Baldwin for helping with the registration and for volunteering. 3 more volunteers needed (1 for the morning, 2 for the afternoon), email was sent to members through Constant Contact.
- Solicit Board of Directors candidates – Michael Breu is interested in the President's role; Tyler (SRP) is interested in the secretary role. John Lemanski also expressed interest in serving on the Board. Nominations will be sent out in April/May time frame.
 - **Follow-up Item:** Dee will continue to work on this.
- Bylaws review: Baldwin reviewed the Bylaws and new template from national, made the necessary edits and sent the updated Bylaws to the Board for review. Bylaws sent to members via survey.
 - **Follow-up Item:** Baldwin to follow-up with Joseph Hill to find out the results of the survey and next steps.

Programming/PDC/Webinars

- AZ AIHA Outreach & Student Committee
 - Spring PDC at University of Arizona
 - Reviewed final agenda sent out by Bankhead (meeting starts at 9:30 am and ends at 1 pm).
 - Email & registration communication to be sent out soon through constant contact (planned no later than the week of Feb 24th) – Christina, Maggie, Novi will work on it.
 - Board members who attend will be asked to stay for a meeting from 1 pm – 2 pm to provide input to the Public Health program/curriculum.
 - Embry Riddle: Board agreed to fund 2 scholarships (\$500 each) to ER students. The timing is scheduled for end of February 2025.

Standing meeting agenda items (to be reviewed at every meeting):

- Planning for 2025 AZ Health and Safety Summit: Speaker recruitment (this will remain a standing bullet point on the meeting minutes agenda and minutes); feel free to provide ideas for speakers/topics – the earlier the better.
- New members welcome email status.
- For future meeting/event announcements, in addition to sending out emails through Constant Contact, **the event should also be posted in LinkedIn**. Board members are all admins and anyone is welcome to post announcements, job opportunities, etc.
 - **2025 events:**
 - January: Winter Social; local section officer's training (virtual from national AIHA)
 - February: Chandler Innovation Fair
 - April: Spring PDC at UA (send announcement in Feb)
 - June: TBD (?)
 - August: Annual meeting (send announcement in July)
 - September: Health and Safety Summit
 - November: Fall PDC at ER

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- Post approved meeting minutes on website – Secretary
- Potential future speakers list
 - Jiaxi Fang from Applied Particle Technology
 - Scott Dotson from AIHA National. He presented on the EPA ECEL's, we would have to pay his travel or have him present virtually.
 - "Inspector/Regulator Tales from the Field" – Christopher Brandon
 - MD Toxicologist Dr. Dan Brooks

Other updates/follow-up items:

- Potential future topic for annual meeting: Ethics. Cindy knows a speaker in FL and CA (?), travel might be partially covered by national AIHA.
 - **Follow-up item:** Cindy will help look into ethics speakers and potential cost to invite out of state speakers for the August annual meeting.
- Heads up for August 2025 annual meeting – SRP has a new security check-in process – will need to include this in the email/registration for members.
- Member survey (activities, topics, volunteer opportunities, etc.)
 - Discuss sending survey to members soliciting feedback on targeted items.
 - Surveys would go out to gauge members interest - take pulse on frequency of meetings, time of day, subjects of interest, etc.
 - Survey would be 5 questions or less; a small group within the Board is needed to review the list.
 - National AIHA has a survey monkey that we can use. Once we have the questions, we can ask Joseph Hill to help send it.
 - Timing of sending out surveys – 2025
 - **Follow Up item:** Bankhead will list the questions and send it to Christina and Maggie to finalize the questions.

Business Plan (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
	Spring PDC in Tucson	April 7, 2025
April	BoD meeting	President



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	File with Az Corp Commission	Treasurer
	Planning for Safety Summit	Board
May	BoD Meeting	President
	File 990-N with IRS	Treasurer
	Determine if we need to keep Zoom Account (renewal fee is \$180)	Board
	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
	Possible Volunteer Event	Board
	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	Past President
December	BoD meeting	President
	Renew Constant Contact	Treasurer
	Renew Mini-Subscription to AIHA Webinars (if board decided to subscribe next year)	Treasurer