



AZ-AIHA Monthly Board Meeting Minutes

March 11, 2025

2024/2025 Officers Attendance:

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

Welcome & Call to order (Bankhead):

Approval of previous meeting minutes:

Maggie moved to approve, Christina seconded. Notes were approved.

Treasury Report (Christina):

	Last Month	Current Month
Wells Fargo	\$ 6,366.14	\$6,806.14
PayPal	\$ 3,809.83	\$4,184.33

11 new people registered through National (Wells Fargo) and Paypal is from the upcoming PDC.

Business plan Review (Cindy)

BoD meeting in March, PDC in April

**Discuss BoD meeting at the PDC

Filing with AZ Corporate Commission – Christina to do so

Planning for Safety Summit (today)

Discussion items

- **Update:** We had a discussion on re-introducing a welcome email to new members. What was decided on this issue? (Maggie)
 - **Follow-up item:** Maggie to finalize and add to constant contact. This will be sent directly to those who register with us automatically. The national list that is sent out will be sent out monthly. To be done by the Secretary or Secretary Elect.
 - **Follow-up item:** Need to update our Business Plan to reflect additional roles and responsibilities (not to be added to by-laws). Maggie to take lead and send to the Board.
- **Debrief:** Community outreach event: Chandler Innovation Fair in downtown Chandler. The event is on Saturday, Feb 22, 2025. (Baldwin)
 - **Follow-up Item:** Inform Shannon Newton/MEZCOPH of this event.
- **Update:** Solicit Board of Directors candidates (Dee)
 - **Follow-up Item:** Dee will continue to work on this. Need update from Dee.



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- **Update:** Bylaws review (Baldwin): 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:** Bylaws were approved and signed copied provided by National. Aaron Baldwin sent to Novi. Follow-up with Novi if these are on the website.

Programming/PDC/Webinars

- **Update:** AZ AIHA Outreach & Student Committee (Bankhead)
 - Spring PDC at University of Arizona – April 7th – See Attached Agenda
 - Finalize agenda
 - Follow up and Misc Items

Follow-Up: Christina on food, Tomas and Maggie on tables and any coordination (meet Christina at the east side of the building to help with food unloading and set up). Maggie to share final registration numbers before event. Reminder to be sent to speakers.

- **Update:** Embry Riddle Scholarships (x2) (Bankhead). Board agreed to fund 2 scholarships (\$500 each) to ER students.
 - Students submitting research overviews, AIAH Board to discuss/decide (first week of April),
 - Discuss finalize w/ ERAU (Apr 9), Announce mid/late April
- **Follow-Up:** Subcommittee made of Aaron Bankhead, Aaron Baldwin, Maggie Murphy to review proposals. Aaron Bankhead to drive.

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.
- **Follow-Up:** Aaron Bankhead, John Lemanski (member), Christina Collins, Siena Hall to volunteer. More information to come.
- 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)
 - August: Annual meeting (@SRP) (send announcement in July) – **Start initial planning?**
 - September: Health and Safety Summit
 - November: Fall PDC at ERAU
 - **Follow-Up:** Waiting to schedule AIHA annual meeting until we know the date of the H&SS, to be driven by President-Elect (most likely). Plan to discuss at next BoD meeting.
- Post approved meeting minutes on website – Secretary



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- 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.
- 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. Summer 2025 project.
- Follow Up item:** Bankhead to schedule April BoD meeting (4/15/25 at 12 PM on Teams).

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
	File with Az Corp Commission	Treasurer
	Planning for Safety Summit	Board
May	BoD Meeting	President



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	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