



AZ-AIHA Monthly Board Meeting Minutes

April 15, 2025

2024/2025 Officers Attendance:

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

Welcome & Call to order (Bankhead): 12 pm

Approval of previous meeting minutes:

Baldwin and Novi motions to approve.

Treasury Report (Christina):

	Last Month	Current Month
Wells Fargo	\$6,806.14	\$6069.68
PayPal	\$4,184.33	\$4427.15

PDC cost \$909.46 for food and beverages; expenses were more than revenue (\$440); however, great turn out by students and other sources of income will supplement this loss.

Business plan Review

- April - Filing with AZ Corporate Commission - [Christina will follow-up](#)
- Planning for Safety Summit – AZ AIHA needs to engage in the planning meeting; calls for presentation announcement has been sent. [Follow-up item: Bankhead will follow-up with John Cordoba and James H.](#)
- May - 990N filing also needs to be done – [Christina will follow-up \(also met with Siena to discuss\)](#)
- May - Zoom account – vote to keep it or cancel it? Final decision was to cancel for now.

Discussion items

- Recap of UA Spring PDC: The event was well received by students; great networking between the professionals and students. Plan for more networking time next time. Pictures were taken and will be posted on the website, but we forgot to take a group photo.
- **Update:** We had a discussion on re-introducing a welcome email to new members.
 - [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.](#)

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- **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.
- **Update:** Solicit Board of Directors candidates (Dee). Potential candidates who expressed interest: Tyler Belnap (SRP), John Lemanski, Michael Breu and Tim Gustafson (IH for Freeport). May also want to reach out to Valerie Brodeur (who ran last year). Local section officer nominations email to members were sent in mid-May last year.
 - **Follow-up Item:** Dee will continue to work on this.

Programming/PDC/Webinars

- We need an ethics speaker for the August annual meeting. **Follow-up item:** All BoD Members to reach out to their networks and bring back speaker suggestions to the May BoD meeting.
- **Update:** Embry Riddle Scholarships (x2) (Bankhead). Board agreed to fund 2 scholarships (\$500 each) to ER students.
 - Students submitting research overviews, AIHA Board to discuss/decide.
 - Deadline was postponed until April 18th. If there are no submissions/applicants, we will then close this process for this year.

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** and also shared with students. 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).
- Post approved meeting minutes on website – Secretary
- Potential future speakers list

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- Jiaxi Fang from Applied Particle Technology (already contacted and haven't heard a response back yet).
- Scott Dotson from AIHA National. He presented on the EPA ECEs, 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:

- 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
 - Bankhead will not be able to do this in 2025 and will discuss with Ryan about next steps.
 - Follow-up Item (Bankhead): Ask Joseph Hill if other local sections have done this survey

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
	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



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	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