



AZ-AIHA Monthly Board Meeting Minutes

May 13, 2025

2024/2025 Officers Attendance:

Name/Title	Present	Name/Title	Present
Past President: Dee Huddleston	X	Secretary-elect: Maggie Murphy	X
President: Aaron Bankhead		Treasurer-elect: Sienna Hall	X
President-elect: Ryan Whitney	X	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	

Welcome & Call to order: Meeting called to order @ 12:10 PM 5/13/25 by Ryan

Approval of previous meeting minutes:

Christina motions to approve, followed by Maggie

Aaron Bankhead's new email: atbankhead@gmail.com

Treasury Report (Christina):

	Last Month	Current Month
Wells Fargo	\$6,069.68	\$6280.39
PayPal	\$4,427.15	\$4,427.15

Business plan Review

- Christina also took care of our AZ CC filing, cost \$10, legal with state of AZ for another year; also filed IRS non-profit status for the year (990N)
- Reviewed May and June 2025 business plan/to do list
- Planning for AZ Health & Safety Summit: date is scheduled to be on September 26th. Calls for presentation announcement has been sent; deadline is end of May. Novi has also sent a reminder email re: end of May deadline to AZ AIHA members. More notes on AZ H&S summit under standing meeting agenda items.
- Annual meeting at SRP to be held in August.
 - Follow-up item: The date needs to be determined. The ethics presentation topic – needs to be 2 hours (0.33 CM points). Christina suggested a panel presentation involving members of the Board and presenting case studies. Other board members who are interested will meet off-line.
- Other Business Plan notes: Maggie helped with updating the Business Plan to reflect additional roles and responsibilities. The updated business plan is incorporated in this document.
 - May:
 - Zoom account – the vote (confirmed on 5/13/25) was to cancel this account. If we need to use zoom in the future, Maggie offered using zoom meetings scheduled through her employer.

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- Ethics training is planned for August annual meeting (date TBD). Ethics training involve discussing IH code of ethics.
- June: Joint AIHA/ASSE social – table this for the next meeting.
- October:
 - Send Business Plan to Regional Director and National – is this still applicable given the new AIHA structure?
 - New officer orientation – change this to having each BoD member train their successor (have a proper pass down)
- Send welcome email to new members – quarterly or monthly? **Follow-up item: Board to make decision.**

Discussion items

- **Update:** We had a discussion on re-introducing a welcome email to new members. New email is ready to go.
- Dee - solicit Board of Directors candidates. Potential candidates who expressed interest: Tyler Belnap (SRP), John Lemanski, Michael Breu and Tim Gustafson (IH at Freeport). May also want to reach out to Valerie Brodeur (who ran last year).
 - **Follow-up Item:** Dee will continue to work on this. Local section officer nominations email to members were sent in mid-May last year. Officer election ballots need to be sent out in June.

Programming/PDC/Webinars

- **Update:** There were no submissions/applicants that we know of (we can double check with Bankhead).
 - 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, this process will close 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. Aaron Bankhead, John Lemanski (member), Christina Collins, Siena Hall to volunteer. Planning meeting is scheduled the week of May 19th, a few volunteers will be at national AIHA conference. Christina and Ryan may team up for a silica related presentation.
- 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 U of A (send announcement in Feb)
 - August: Annual meeting @SRP (send announcement in July)
 - September: Health and Safety Summit
 - November: Fall PDC at ERAU



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- Post approved meeting minutes on website – Secretary
- Potential future speakers list
 - Jiayi 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:

- Shannon Newton, Senior Lecturer and Coordinator, NIOSH Project Training Grant at University of Arizona, attended the meeting to discuss concerns regarding NIOSH grants that will likely be terminated by June 30, 2025.
 - 3 incoming students (2 domestic, 1 international students) – need to find an alternate scholarship program (maybe from industry)
 - Discussed other funding options, by setting up scholarships through AIHA e.g., AIHF.
- 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
	Winter Social Event	Board
	Planning for UofA Tucson ½ day PDC and 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, Secretary
February	BoD meeting	President
	Participate in volunteer event e.g., Chandler Innovation Fair	Board
	Clean-up the Constant Contact list and reach out to National Arizona members who have not joined the local section	Secretary
	Send Out Spring PDC Meeting Agenda & Registration	Treasurer, Secretary



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March	BoD meeting	President
	Spring PDC in Tucson (depending on timing, this might take place in April)	Board
	Plan for Ethics Training/Annual Meeting Speaker	Board
April	BoD meeting	President
	File with Az Corp Commission	Treasurer
	Initiate Planning for AZ Health & Safety Summit, solicit Board/Member Volunteers	President
May	BoD Meeting	President
	File 990-N with IRS	Treasurer
	Decide on Annual Meeting Topic and Agenda e.g., Ethics	Board
June	BoD meeting	President
	File Group Exemption with AIHA	Treasurer
	Joint AIHA/ASSP Social	Board
	Send out Officer Elections Ballot	Past President
	Finalize Annual Meeting Agenda, Set Annual Meeting Date	Board
July	BoD meeting	President
	Plan Annual Meeting	Board
	Send Out Annual Meeting Agenda & Registration	Treasurer, Secretary
August	BoD meeting	President
	Annual Meeting	Outgoing Board & Incoming Board, President-Elect
September	Introduce Incoming Officers	President
	Update Website with new Board Members	Secretary
	Send Incoming Officer List to the Regional Director and AIHA National	President
	Plan ½ day Fall PDC at Embry Riddle in Prescott and Student Career Panel	Board, Director
October	BoD meeting	President
	Send out Fall PDC Meeting Agenda & Registration	Treasurer, Secretary
	Send Business Plan to Regional Director and National	President
	New Officer Orientation - train on responsibilities and business plan, how to use Constant Contact, refer new officers to AIHA's local section online training	Board
	Constant Contact Survey (as needed)	President
November	BoD meeting	President
	Bylaws review	President, Director
	Winter social planning	Board, President-Elect
	Decide if webinar subscription needs to be purchased for next year	Board
	Designate AIHA Leadership Training Attendee	Board
	Create the membership renewal event and schedule it to be sent out in January	Treasurer
	PO Box Renewal	Treasurer
	Fall PDC in Prescott	Board
December	BoD meeting	President
	Solicit Board of Director candidates	Past President



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	Winter Social Event Agenda & Registration	Treasurer, Secretary
	Plan for Volunteer Event e.g., Chandler Innovation Fair (February)	Director
Monthly		
	New member welcome email	Secretary
	Add meeting minutes to website	Secretary
Quarterly		