



2024/2025 Officers Attendance:

Name/Title	Present	Name/Title	Present
Past President: Dee Huddleston	X	Secretary-elect: Maggie Murphy	
President: Aaron Bankhead		Treasurer-elect: Sienna Hall	
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		Student Representative: Pedro Flores Gallardo	
		Student Representative-elect: Tomas Pramod	

Welcome & Call to order: Meeting called to order @ 12:10 PM 6/17/25 by Aaron Baldwin

Approval of previous meeting minutes: Cindy motions to approve, followed by Novi

Treasury Report (Christina):

	Last Month	Current Month
Wells Fargo	\$6,280.39	\$6,606.68
PayPal	\$4,427.15	\$4,427.15

We had a deposit of \$320 from National AIHA dues, which indicated that we had 8 new members join through national. Christina is working on finishing up the finances for last year and plan to have the Annual Group Exemption submitted to National AIHA by next week (week of June 23rd).

Business Plan Review/Discussions

- **AZ Health and Safety Summit: September 26, 2025.** Christina provided an update via email: I reached out to James Herral, the President for AZ-ASSP. He indicated that Jon Cordoba has stepped in as the AZ-ASSP Committee Chair for the Summit. I contacted Jon and he said that they have not held a planning meeting for the Summit yet, but that it should be scheduled soon and he would make sure we got an invite. They'd like a larger pool of presentations to choose from, so have extended the application date for presenters through June 27th.
 - **Follow-up item:** Resend another reminder to members to submit a proposal and post reminder on LinkedIn (Novi)
 - Dee might submit a presentation on wellness, and also ask an ergo consulting company Vimocity to submit an application to present.
- **Annual meeting on August 27, 2025 will be held at Terracon office in Tempe.** The logistics for holding the meeting at the alternate SRP office was a bit complicated, therefore we are thrilled that Dee reached out to Eric Lyding to request for office space availability. A sub team has met (Shannon, Ryan, Dee and Christina) and planned the 2-hour ethics presentation.
 - **Follow-up item:** Send save-the-date and registration to members (Novi + Christina)

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- 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.
 - June: Joint AIHA/ASSP social – table this for July 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 – this will be done on a quarterly basis based on votes from the Board. Template has been created and will be sent out by the Secretary/President.

Discussion items

- Local section nominations – Dee has finalized the list and will get in touch with Joseph Hill at AIHA to create the ballot. Novi will send the ballot to the members via constant contact.
- Student representative: this is not an elected position, therefore 1 student position is acceptable. Shannon Newton nominated Zoe Hatch.

Programming/PDC/Webinars

- **Embry Riddle Scholarships:** There were no submissions/applicants that we know of (double check with 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:** Refer to business plan review notes (above).
- 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 are 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
 - **August:** Annual meeting @Terracon
 - **September:** Health and Safety Summit
 - **November:** Fall PDC at ERAU
- Approved meeting minutes are posted on the website – Secretary

Other updates/follow-up items:

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- Member survey (activities, topics, volunteer opportunities, etc.)
 - Discuss sending a 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
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



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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
	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		