



# AZ-AIHA Monthly Board Agenda November 10, 2025

### 2025/2026 Officers Attendance:

Name/Title	Present	Name/Title	Present
Past President: Aaron Bankhead	X	Secretary-elect: Tyler Belnap	
President: Ryan Whitney	X	Treasurer-elect: Christina Collins	X
President-elect: Michael Breu		2 <sup>nd</sup> Year Director: Cindy Hanko	X
Secretary: Maggie Murphy	X	1 <sup>st</sup> Year Director: Shannon Newton	X
Treasurer: Siena Hall		Student Rep (UA): Zoe Hatch	X
		Student Rep (ERAU): Ankitkumar Dineshkumar "Soni"	X
		Student Rep (ASU): Blayn Masoner	X

**Welcome & Call to order:** Called to order at 12:10 PM.

**Approval of previous meeting minutes:** Ryan motioned to approve, seconded by Christina.

### Treasury Report (Siena & Christina):

- Reviewed monthly totals and Income Statement
  - Review after AZ Health and Safety Summit
  - Review after Prescott ERAU PDC
  - Scholarship budget (See Scholarship Discussion)

	July 2025	Aug 2025	Sep 2025	Oct 2025
Wells Fargo	\$6,606.68	\$6,673.43	\$5,753.89	\$4,862.93
PayPal	\$4,427.15	\$4,574.39	\$4,648.01	\$7,781.74

### Business Plan Review/Discussions

- **Joint AIHA/ASSP social** (Michael and Ryan)
  - Michael Brue – AIHA Winter Social – ATI Hosting a Poker Event
    - Michael/ Ryan to work on sponsors outside of ATI.
    - Interest in charging \$20 (ish) per person for attendance. More planning efforts to come, will not happen until January 2026. Constant contact will be used to send invitations and gather registrations.
  
- **Scholarship Discussion – Update on AIHF interaction** (Christina, Shannon, All)
  - **UA, ERAU, etc.**
  - Meeting with AIHA will be set up to discuss annuity options and we will continue providing support to UA/ERAU/ASU in the interim.
  - Discussion occurred regarding \$1000 scholarship to fund UA student research and the 4 applicants
    - Two applicants selected (\$500 each) to fund environmental monitoring for area around a new mining site and biosolids applications for children/community gardens

- **Action: Shannon to announce to recipients and work with Christina on payments.**
- **Action: Include recipients in the 2026 spring PDC at UA.**
  
- **Embry Riddle PDC – Overview (Ryan)**
  - Speakers
  - Organization
  - Next year
  - Tabled for future discussion.

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

- 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. Secretary can assist with the posts (back up: Secretary Elect).
- Upcoming 2025-2026 events:
  - January:** Winter Social + local section officer's training (virtual from national AIHA)
  - February (maybe):** Chandler Innovation Fair
  - April:** Spring PDC at U of A
  - August:** Annual meeting & CEU opportunity
  - September:** AZ Health and Safety Summit
  - November:** Fall PDC at ERAU (Brian Roggow is the contact)

**Other updates/follow-up items:**

- Discuss sending a survey to members soliciting feedback on targeted items. (Ryan)
  - 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 – 2026.
  - **Action: Tabled for 2026.**
  
- Discussion to keep two students on the Board. (All)
  - Decided to have 2 student reps, 1 from each campus (U of A and ERAU).
  - Adding a 3<sup>rd</sup> student rep, Blayn Masoner
  
- Monthly Meeting invitation (decided: via Teams) – Need to update with Board changes (All) – Completed
  - **Action: Maggie to follow-up with Tyler on setting up meetings to allow others to start.**
  
- Bylaws review
  - **Action: Review National AIHA bylaws to ensure fidelity between AZ and National. Further discussion needed.**

- Designate AIHA Leadership Training Attendee
  - Action: Follow-up with Tyler on potential to attend (online training). Other newer members are also welcome.
  
- Membership Renewal
  - Action: Update and send out constant contact for renewals. Maggie and Tyler to send, will consult with Christina on timing.
  
- PO Box Renewal
  - Christina has this on autopay, no further action required.

**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
	Send out interest for board membership	Past-President
June	BoD meeting	President
	File Group Exemption with AIHA	Treasurer
	Joint AIHA/ASSP Social	Board
	Send out Officer Elections Ballot ( <a href="#">ask Tim Gustafson if he is still interested to run for 2026-2027</a> )	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
	Plan ½ day Fall PDC at Embry Riddle in Prescott and Student Career Panel	Board, Director



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September	Introduce Incoming Officers	President
	Update Website with new Board Members	Secretary
	Send Incoming Officer List to the Regional Director and AIHA National	President
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		