



**2024/2025 Officers Attendance:**

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

**Welcome & Call to order:** Call to order at 12:14 PM, seconded

**Approval of previous meeting minutes:** Minutes approved at 12:14 PM

**Treasury Report (Siena & Christina):**

- Reviewed monthly totals and Income Statement
  - 2023 net sales were significantly less than 2022 and 2024 because there were profits from 2023 H&S Summit
  - Will need to brainstorm more fund-raising ideas in future meetings if the plan is to fund larger scholarships.

	July 2025	August 2025	9/9/25	10/14/25
Wells Fargo	\$6,606.68	\$6,673.43	\$5,753.89	\$4,916.07
PayPal	\$4,427.15	\$4,574.39	\$4,648.01	\$4,683.83
H&S Summit Profit				\$3,433.61

**Business Plan Review/Discussions**

- **AZ Health and Safety Summit: September 26, 2025 Recap**
  - 106 paid attendees
  - 56 vendors
  - 6 Speakers
  - 181 attended event
  - Costs for food and beverages have increased
  - Decent profit
  - Improvement would be to start planning for next year earlier, better advertising.
  - Most likely to stay with same venue next year due to price and location being ideal.

- **Joint AIHA/ASSP social**
  - Tabled from last meeting – thoughts?
  - Interest in getting groups together, only concern is cost of socials with our goal to provide scholarships (typically \$1,500-\$3,000 per event). May need to consider charging attendees.
  - **Follow-up Action:** Ryan to follow-up with potential sponsors and month for an additional 2026 event (late January and fall).
  - **Follow-up Action:** Aaron to follow up with Michael and Ryan on January event.
  
- **Scholarship Discussion – Update on AIHF interaction (Christina, All)**
  - **UA, ERAU, etc.** Currently, we have an additional year of funding. Once this is over (1 year), we will look to support 1-2 students. Students may receive GRAs or other ways to reduce financial load, but even a single student scholarship would be helpful. Potentially need to have the annuity be a long-term goal.  
**Follow-up Action:** Christina to reach out to Thursa for more thorough discussion about annuity for OHS/IH higher ed students in AZ through the AIHF (min. \$25K).  
**Follow-up Action:** Plan to offer research scholarship for one more year, board must determine budget for scholarship offering (add to next month's meeting) – proposed to offer two \$500 scholarships to each UA and ERAU, potentially open up to ASU if needed.  
**Follow-up Action:** Start getting the word out to professors that the scholarship will be offered or that equipment/purchases can be made on their behalf (Shannon).  
**Follow-up Action:** Shannon to reach out to Professors to see best way to divide the money up (one \$1,000 / two \$500 or three \$300).
  
- **Embry Riddle PDC (Ryan)**
  - Based on ERAU's schedule, the date will be October 30<sup>th</sup> (10 AM – early afternoon)
  - This is an opportunity to invite Northern AZ members
  - Full planning should take place in September
  - Brainstormed on potential speakers:
    - Tim Gustafson – mine safety topic
    - Matt Miller Raytheon Safety – Shannon's contact
    - Jonathan Klane – Christina's contact
    - Maybe encourage students to participate/present a topic or project – speak with ERAU
    - Ken Barat, last year's Health and Safety Summit presenter: Novi's contact sent to Ryan
  - Bankhead will send ERAU contact info to Ryan - needed
  - Brian R. will make recommendation for student Rep later this month (after 8/22)
  - Carpool is encouraged
  - **Follow-up Action:** Contact information needs to be given to Ryan (Tim's info from Shannon).
  - **Follow-up Action:** Ryan to ask about student rep from ERAU and confirm the 10/30/25 date.
  - **Registered:** As of 10/14/25 three people and no students have signed up.

- **Follow-up Action:** Christina to follow up with Ryan about getting more advertising and increasing attendance.

**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:
  - September:** Health and Safety Summit
  - November:** Fall PDC at ERAU
  - January:** Winter Social + local section officer's training (virtual from national AIHA)
  - February (maybe):** Chandler Innovation Fair (Baldwin, Novi, Sharon Shindel may be good contacts)
  - April:** Spring PDC at U of A

**Note:** 2025-2026 Board may propose additional events

**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.
- Discussion to keep two students on the Board. (All)
  - Decided to have 2 student reps, 1 from each campus (U of A and ERAU).
  - See action item from ERAU planning.
- Monthly Meeting invitation (decided: via Teams) – Need to update with Board changes (All) - Completed

**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



### AZ-AIHA Monthly Board Meeting Minutes October 14, 2025

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		