



AZ-AIHA Monthly Board Meeting Minutes

July 8, 2025

2024/2025 Officers Attendance:

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

Welcome & Call to order: Christina motioned call to order, Aaron seconded.

Approval of previous meeting minutes: Approved.

Treasury Report (Christina):

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

Business Plan Review/Discussions

- **AZ Health and Safety Summit: September 26, 2025.**
 - Speaker application date for presenters ended June 27th.
 - **Status Update:** Who is volunteering from AIHA on the Summit Committee?
 - Dee might submit a presentation on wellness, and also ask an ergo consulting company Vimocity to submit an application to present.

Jon Cordoba (ASSP) will be sending invites for planning imminently. Christina will reach out again to initiate contact, as Dee and Christina have had issues reaching him.

- **Annual meeting on August 27, 2025 will be held at Terracon office in Tempe.**
 - **Status Update:** A sub team has met (Shannon, Ryan, Dee and Christina) and planned the 2-hour ethics presentation.
 - **Follow-up item:** Send registration information and link (Dee, Novi, Maggie)
- 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.
 - Joint AIHA/ASSP social – table this for July meeting.
 - **Follow-up item:** Dee to spearhead proposing a joint happy hour to close the year with ASSP – to be brought up when we connect with ASSP/Jon Cordoba for the Safety Summit.
- 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.
 - Thank you Maggie for updated to the Business Plan

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Discussion items

- Local section Election – Dee to provide an update on Officers
 - Student representative: Zoe Hatch.
 - **Status Update:** Voting started last week, results to follow. Next steps will be to obtain results and announce winners (Dee). Dee to also close the ballots after two weeks.
 - **Follow-Up:** Add Tim Gustafson to list for next year.
 - **Follow-Up:** Plan to send out message to membership next year?

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.
 - **Follow-Up:** Christina exploring option to work with AIHF to provide tuition scholarship instead of research, meeting with Thursa in the works. Minimum 20K to start long-term scholarship, potential interest in fundraising to start this.

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.
 - 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

Other updates/follow-up items:

- 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
 - **Follow-Up:** Aaron and Ryan to connect and review template/example from National.
- Discussion to keep two students on the Board.



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- Recommended 1st and 2nd year student, not student and student elect.
- Potential to have one EB and one UA.
- **Follow-Up:** Discussion on needing to build more momentum, continue at future meetings. Threshold for student rep is having a SLS. Need to formalize threshold and having an EB and UA student (appointed), as well as timeline (Sep-May, summer if available).
- Planning Embry Riddle PDC
 - **Follow-Up:** Aaron to reach out to EB contact and find date in Nov (first week) and student rep from EB for the Board.
- Meeting invite
 - **Follow-Up:** Someone will need to schedule new meeting link.



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



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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		