



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	X	2 nd Year Director: Aaron Baldwin	X
Secretary: Novi Wong	X	1 st Year Director: Cindy Hanko	X
Treasurer: Christina Collins	X	Student Rep: Pedro Flores-Gallardo	
		Student Rep-elect: Tomas Pramod	

Additional attendees (incoming Board members 2025-2026): Michael Breu (President Elect), Tyler Belnap (Secretary Elect), Shannon Newton (1st Year Director)

This was an in-person meeting at SRP Headquarters in Tempe. Attending in-person: Dee, Bankhead, Ryan, Novi, Christina, Baldwin, Michael, and Tyler. Thank you, SRP, for hosting this meeting.

Welcome & Call to order: 12:03 pm Christina motion to approve, Ryan to second.

Approval of previous meeting minutes: Christina motion to approve, Ryan to second.

Treasury Report (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.

	Last Month	Current Month
Wells Fargo	\$6,606.68	\$6,673.43
PayPal	\$4,427.15	\$4,574.39

Business Plan Review/Discussions

- **AZ Health and Safety Summit: September 26, 2025 (update by Dee)**
 - Speaker selection is completed
 - An agenda is in the process of being put together to get CEUs.
 - Last year, due to the location, the party did not include alcohol because the location did not have a liquor license.
 - At this time, the committee is still looking for vendors/sponsorship.
 - The plan is to have the morning keynote to be Amber Pappas
 - There will be no keynote during lunch, so that attendees will have more vendor time (less CEUs)
 - Golf is still a go – already planned, info to sign up is on the website.
 - There will be an IH track for presentations.
 - Location will likely be Desert Willow conference center again.
 - Dee will find out if more help is needed from AZ AIHA
 - Jon Cordoba will send out vendor list to invite vendors attendance and sponsorship.

- **Follow-up item:** AZ AIHA will send out an email to our members as a reminder to sign up (will also be posted on LinkedIn) - Novi

- **Annual meeting on August 27, 2025 will be held at Terracon office in Tempe.** (All)
 - Follow-up email/reminder via Constant Contact will be sent on Mon Aug 4th, another reminder will go out the day before the event
 - **Follow-up item:** Dee will contact Eric to make sure there is enough room (current registration is 30 people)
 - Christina will order the food
 - Side note: for members who participate in a subcommittee to help plan events, etc., they can earn 0.5 CM points

- **Joint AIHA/ASSP social**
 - Due to other events going on, this will be tabled for discussion for the next incoming Board.

- **Local section Election – update by Dee**
 - **Follow-Up:** Add Tim Gustafson next year’s election (noted in the business plan) – future Past President (Bankhead)
 - **Follow-Up:** Ryan will notify all the candidates, including student reps; also letting them know to send a picture and bio to Maggie for the website.
 - U of A Student Rep: Zoe Hatch (nominated by Shannon). ERAU student rep TBD.

- **Scholarship Discussion – Update on AIHF interaction** (Christina, All)
 - **UA, ERAU, etc.**
 - **Follow-Up (in progress):** Christina is exploring the 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.

- **Embry Riddle PDC** (Aaron)
 - Based on ERAU’s schedule, the date will be October 30th
 - 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, **follow-up:** Shannon can contact him
 - Jonathan Kleven **follow-up:** Dee/Christina’s help to contact him
 - Maybe encourage students to participate/present a topic or project
 - Ken Barat, last year’s Health and Safety Summit presenter. **Follow-up:** Novi to send contact info to Ryan
 - **Follow-up:** Ryan to spearhead committee to plan this meeting
 - **Follow-up:** Bankhead will send ERAU contact info to Ryan
 - Brian R. will make recommendation for student Rep later this month (after 8/22)
 - Carpool is encouraged

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:
 - August:** Annual meeting @Terracon
 - 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
 - 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.
Follow-Up: Ryan to follow-up; maybe put together a subcommittee to follow-up on this.
- Discussion to keep two students on the Board. (All)
 - Decided to have 2 student reps, 1 from each campus (U of A and ERAU)
- Monthly Meeting invitation (decided: via Teams) – Need to update with Board changes (All)
 - **Follow-Up:** Tyler will send new Teams meeting invites
 - **Follow-Up:** Novi will send Tyler list of new Board members for Teams meeting
 - Thank you, Aaron Baldwin, for sending and arranging meetings this past 2 years.

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 (ask Tim Gustafson if he is still interested to run for 2026-2027)	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
August 12, 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		