

AZ-AIHA Monthly Board Agenda April 14, 2026

2025/2026 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	
President-elect: Michael Breu	X	2 nd Year Director: Cindy Hanco	
Secretary: Maggie Murphy	X	1 st Year Director: Shannon Newton	
Treasurer: Siena Hall	X	Student Rep (UA): Zoe Hatch	X
		Student Rep (ERAU): Ankitkumar Dineshkumar "Soni"	
		Student Rep (ASU): Blayn Masoner	

Welcome & Call to order: 12:10 pm call to order

Approval of previous meeting minutes: Approved – Aaron Bankhead and Maggie.

Treasury Report (Siena & Christina):

- Reviewed monthly totals and Income Statement
 - Scholarship budget (Scholarships issued – start building for next year)

	11/2025	12/2025	01/2026	02/2026	04/2026
Wells Fargo	\$7,781.74	\$7,097.74	\$7,457.74	\$8,057.74	\$10,324.27
PayPal	\$4,862.93	\$4,862.93	\$5,227.57	\$5,981.62	\$1,203.01
H&S Summit Profit	-	-	-	-	-

Business Plan Review/Discussions

- **University of Arizona PDC** – (Ryan, Shannon, Maggie)
 - Review
 - Excellent speakers, good turnout, well done.
 - Expenditures \$1,118.81 total; brought in \$295.00
 - **Action Item:** Do we want to solicit sponsors for the PDC moving forward?
 - Would give them ~5 min, encourage contacting at lunch. Decide for the future, continue a discussion on the appropriate way to reach out and how to not seem like we are biased to a specific vendor/set of vendors. Will also use the H&SS this fall to pull a new list of vendors.
 - *Will conduct over email in prep for the annual meeting in August.*
- **AZ Health and Safety Summit – 2026**
 - Larry Sloan was selected by the committee as the Keynote Speaker. Ryan sent an email to J. Hill, has not heard back as of yet.
 - **Action Item:** Michael B to reach out to Larry. He will be retiring at the end of the year.
- **New Role on the Board** – (Christina and Shannon)
 - School Advisor Representative



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- Introduced but tabled for next meeting, would like to have Shannon provide more details on this.
- **Job Shadow Program (JSP)**
 - Introducing our organizations to the next generation.
 - Currently based on U of A's Center for Career Readiness program.
 - **Action Item:** Maggie to share with the Board. Next meeting, decide if we (as the Board) would like to send this out to AZ members.
- **AIHA Website and Resources**
 - Should we as the AZ local chapter board be teaching or training our local members of the benefits of being a member and what the AIHA website has to offer?
 - An example may be the free Workshops and/or Courses
 - **Action Item:** Tabled for next meeting.

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: Planning committee – Christina, Tyler, Maggie, Michael (plan to be at SRP, availability willing)**
 - Action Item: Maggie to follow-up over email with this group.**
 - September:** AZ Health and Safety Summit
 - November:** Fall PDC at ERAU (Brian Roggow is the contact)
 - January:** Winter Social + local section officer's training (virtual from national AIHA)
 - February 21st, 2026:** Chandler Innovation Fair
 - March:** Southern AZ Science Fair – Tucson, AZ
 - April:** Spring PDC at U of A
- *Late Summer Social or CEUs?

Other updates/follow-up items:

- Monthly Meeting invitation (decided: via Teams) – Need to update with Board changes (All) – Completed
 - **Action Item:** Aaron to sort and help send out the election.
- Bylaws review
- Designate AIHA Leadership Training Attendee
- Membership Renewal
- PO Box Renewal



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- Future Board Members

Name	Potential Position/ Requested Position
Tim Gustafson	Tim is moving to Texas
Siena Hall	
Maggie Murphy	President-elect
Eric Lyding	
Brandon White	
Valerie Brodeur	



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Business Plan (To do list):

Commented [MM1]: Ask Shannon what month would be most opportune to solicit for scholarships each year

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

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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
December	Fall PDC in Prescott	Board
	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		