

YUMA PACIFIC - SOUTHWEST SECTION
Business Meeting January 22, 2025
4:00 PM PST

AGENDA

1. CALL TO ORDER – DAN ANNA, PRESIDENT
2. APPROVAL OF MINUTES OF 2024 ANNUAL BUSINESS MEETING (ATTACHED TO THIS AGENDA)
3. INTRODUCTIONS OF YPSW EXECUTIVE COMMITTEE MEMBERS
4. EXECUTIVE COMMITTEE ACTIVITIES IN 2024 – DAN ANNA
 - FORMALIZING YPSW POLICIES (ATTACHED TO THIS AGENDA)
 - REVISING YPSW 2016 BYLAWS
 - REVAMPING YPSW MEMBER CATEGORIES (FULL, HONORARY, EMERITUS)
 - MEMBERSHIP DUES CHANGE (ANNUAL \$5 TO \$35 AND LIFETIME \$100 TO \$250)
5. SIGNING OF AIHA BOARD AND YPSW MEMBER APPROVED 2025 BYLAWS (DAN ANNA AND NICOLE GREESON)
6. SECRETARY REPORT
 - ANNUAL REPORTS SUBMITTED (IRS AND AIHA)
 - NEW MEMBERS (BRYAN SEAL, SHEILA MCBRIDE, MARTY COHEN)
 - 58 MEETING ATTENDEES, 50 TOUR, 63 BANQUET, 71 TOTAL
7. YPSW TREASURER'S REPORT – BOB LIECKFIELD, SECRETARY/TREASURER

CHECKING ACCOUNT: \$35,000 AS OF 1/22/2025

SAVINGS ACCOUNT: \$14,296 AS OF 1/22/2025

MEETING INCOME: ~\$35,000

MEETING EXPENSE: ~\$33,000

8. 2025 ANNUAL MEETING PROGRAM – JENN SAHMEL, PRESIDENT-ELECT AND PROGRAM CHAIRMAN
9. NOMINATIONS AND ELECTION OF YPSW OFFICERS AND DIRECTORS FOR 2025 – COLIN YOUNG
NOTE: BY YPSW BYLAWS, JENN SAHMEL WILL ASSUME POSITION OF PRESIDENT; DAN ANNA POSITION OF PAST-PRESIDENT; DAVE ROSKELLEY WILL ASSUME PRESIDENT-ELECT. RICH HIRSH COMPLETED YEAR 2 OF 2 AND WILL BE GOING OFF THE EXECUTIVE COMMITTEE. FRANK HEARL WILL REMAIN AS YPSW WEBMASTER.

PROPOSED SLATE:

- a. PRESIDENT-ELECT – DAVE ROSKELLEY, NOMINATED BY EXECUTIVE COMMITTEE
- b. SECRETARY/TREASURER – BOB LIECKFIELD NOMINATED BY EXECUTIVE COMMITTEE
- c. EXECUTIVE COMMITTEE MEMBER (3-YEAR TERM) – JOHN HENSHAW, NOMINATED BY EXECUTIVE COMMITTEE (REPLACING RICH HIRSH)
EXECUTIVE COMMITTEE MEMBER (1-YEAR TERM SERVING LAST YEAR OF DAVE ROSKELLEY) – DONNA HEIDEL

- **NOMINATIONS FROM THE FLOOR**

MOTION TO APPROVE THE SLATE OF OFFICERS

10. PROPOSED SITE OF 2026 ANNUAL MEETING
11. COMMENTS/QUESTIONS FROM YPSW MEMBERS
12. MOTION TO ADJOURN

**2024 YPSW AIHA Annual Business Meeting
January 17, 2024**

Minutes of 2024 Annual Business Meeting

President Colin Young called the meeting to order at 4:30 PM PST. The agenda was distributed by email to all YPSW members.

The 2023 business meeting minutes were attached to the agenda. A motion was made and seconded to approve the minutes of the 2023 annual meeting. Motion to approve by O'Donnell, seconded by Dawson. The motion passed unanimously.

Introduction of YPSW Executive Committee Members

President Colin Young introduced the other members of the Executive Committee:

Ben Heckman – Past President
Dan Anna – President-Elect
Bob Lieckfield – Secretary-Treasurer
Dave Roskelley – Director (year 1 of 3)
Jen Sahmel – Director (year 2 of 3)
Rich Hirsh – Director (year 1 of 2)
Frank Hearl – Webmaster (Non-voting)

2023 Executive Committee Activities

Colin reported on the following activities:

Executive Committee Meetings – The Executive Committee held conference calls on throughout the year with the primary focus on:

- Defining YPSW operating and membership criteria policies
- 2024 meeting format and venue
- Membership Dues structure

AIHA Reporting Requirements – All of the requested information was submitted to AIHA including the list of officers for the 2023 reporting cycle.

Website Updates – Frank Hearl, webmaster, reported that the site is up-to-date as of January 17, 2024. The 2024 meeting materials will be posted as soon as they are available.

YPSW Member Recognition –
John Henshaw – George and Florence Clayton Award

New Members – Colin announced that the following people had joined the YPSW Section during 2023:

Dina Siegel
Julie Roth
Dana Hollins
Stephen Chuisano

Secretary-Treasurer's Report

Secretary-Treasurer Bob Lieckfield reported the following balances:

Savings Account – \$14,292
Checking Account – \$19,807

Bob announced that we have 49 people registered for the annual meeting with an income of ~\$21,000. Membership income is \$425.

In addition to a formal Clayton Award certificate, YPSW will make donations to AIHF in the amount of \$275 in honor of John Henshaw (Clayton Awardee \$175) and Ben Heckman (Past President \$100).

YPSW Sent memorials for:

- None

YPSW sent condolences gifts to:

- None

2024 Annual Meeting Program

President-Elect and Program Chairman Dan Anna gave a brief overview of the program.

2024 Nomination and Election of Officers and Directors

By YPSW Bylaws, Dan Anna will assume the position of President, Colin Young will become Past President. Jen Sahmel will move off of the Executive Committee as a Director and become President-Elect.

Colin Young presented the following slate of officers and directors as nominated by the Executive Committee:

President-Elect – Jen Sahmel

Secretary-Treasurer – Bob Lieckfield

Executive Committee Director (3-year term replacing Sahmel) – Jacob Persky

Note that Frank Hearl will continue as YPSW Webmaster as a non-voting member of the EC.

Colin asked for nominations from the floor. As there was none, a motion made by O'Donnell, seconded by Hobson to approve the slate recommended by the Executive Committee and the motion was unanimously approved.

Proposed Site of 2025 Meeting

There was no immediate decision on our 2025 venue, although we would remain in the San Diego area. There was some discussion on the pressure for raising registration fees, primarily because venues are getting more expensive. The general takeaway from those present seemed to be on acceptance of small increases (10-20%). But, for instance, doubling registration would most likely have a negative effect on attendance.

Comments/Questions

There were no additional comments or questions from the members.

Motion to Adjourn

A motion to adjourn was made by Renshaw and seconded by Nocco and unanimously approved. The meeting was adjourned at 5:00 PM PST.

Recorded by Bob Lieckfield, YPSW Secretary

YPSW Policies

Speakers

No speaker will be reimbursed for speaking. Reimbursement request considered with a Meeting budget proposal by Program Chair NLT July 1 of the planning year. **Applies only to "non-YPSW members."**

No speaker will be reimbursed for travel expenses. Reimbursement request considered with a Meeting budget proposal by Program Chair NLT July 1 of the planning year. **Applies only to "non-YPSW members."**

Program speakers will be Comp'd Registration and tour fee. **Applies only to "non-YPSW members."**

Program speakers will be Comp'd Banquet. Applies only to "non-YPSW members."

Associations Update Speakers are required to pay the registration fee if attending the full meeting and Banquet, if attending. There will be no registration fee If only attending for their update.

Non-member speaker reimbursements

Flights (Coach class)

Hotel (1 night)

Ground transportation (home to airport, airport to hotel, hotel to airport, airport to home)

Airport parking

Meals in transit will not be reimbursed

Meals not provided during meetings will not be reimbursed

All expenses must be documented by receipts, i.e., no per diems.

Program Chair is responsible for preparing a proposed budget for non-YPSW speakers that will need expense reimbursement. The request does not need to be person-specific. Proposals due by July 1st.

Membership

All membership applicants must meet membership requirements defined in Bylaws

Non-responsive Lifetime members dropped after one year of non-responsiveness

Delinquent annual members, dropped after one year late

Potential members can request application or be referred by existing YPSW member

Bylaws
EC Policy
EC Policy
EC Policy

Membership Voting

ByLaws Article III, Section 1, and receive majority vote of EC (4/7 if Secretary/Treasurer positions are combined, or 5/8 if Secretary and Treasurer are separate)

Bylaws

Officers and Directors General Suggested Qualifications

President should have at least four years of YPSW membership and at least one year as a Director. Must be a National AIHA member.

President-Elect should have at least four years of YPSW membership and at least one year as a Director. Must be an AIHA National Member.

Directors should have at least two years of YPSW membership. Must be an AIHA National Member.

Past-President

Recommends candidates for EC open positions. EC responsible for approving candidates.

EC Policy

President

Recommends candidates for Clayton Award and any other AIHA/ACGIH awards that they choose to submit candidates, i.e., Fellow, etc. EC responsible for approving candidates for each award.

EC Policy

Sets EC call schedule. Typical schedule of calls and activities

EC Policy

March/April -- VP presents program theme for EC approval, meeting venue selection, and general items, as needed

June -- VP updates EC on program, Secretary recommends meeting cost structure, and general items, as needed
September -- VP updates EC on program, and general items, as needed.
October -- Clayton Award, Director, and President-Elect are nominated.
December -- VP updates EC on program, Secretary reports on meeting registrations, and general items, as needed
January -- VP and Secretary update EC on program

Presides over Annual Business Meeting **EC Policy**
 Provides welcome and program introduction at annual meeting **EC Policy**
 Sets annual YPSW section goals (AIHA Local Section report) **EC Policy**

Vice President

Serves as Annual Program Chair **EC Policy**
 Presents program theme for EC approval (March/April) **EC Policy**
 Selects speakers **EC Policy**
 Organizes all speaker activities **EC Policy**
 Updates EC on program (June, September, December) **EC Policy**
 Presides over 2-day meeting **EC Policy**
 Prepares a meeting summary for distribution to YPSW members and website (NLT February 15th after meeting) **EC Policy**

Secretary/Treasurer

Distributes announcements to YPSW memberships, as requested. If there is a question about the appropriateness of the email blast, Secretary will discuss with President. **EC Policy**
 Coordinates with meeting venue for meeting space, meals, guest rooms, and other annual meeting logistics. Presents information to EC for approval. **EC Policy**
 Constructs periodic YPSW Newsletters -- Spring (membership book), Summer (meeting announcement), Fall (meeting logistics and registration) **EC Policy**
 Maintains records of meeting registrants **EC Policy**
 Maintains records of all YPSW finances **EC Policy**
 Pay invoices for YPSW expenses as needed **EC Policy**
 Prepares and submits annual reports **EC Policy**
 AIHA Local Section (with President) to AIHA Thursa LA **NLT March 1**
 AIHA Exemption Report to AIHA Thursa La **NLT March 1**
 AIHA List of Officers to AIHA Thursa La **NLT March 1**
 IRS Form 990 to IRS **NLT May 1**
 Annual financial summary to EC **NLT mid-February**
 Coordinate the process for New Members by providing an initial review of qualifications (non-geographic candidates), forwarding applicant information to EC for voting, compiling votes, and if pass (>5 affirmative votes), communicate with new members, and add to YPSW roster. If fail to pass, notify candidate of rejection.

Annual Awards

Clayton Award

Awardee will be given a simple and elegant token of their award. The selection and cost will be decided by the EC NLT November 1 of the planning year. **Policy 2023**
 YPSW will contribute \$175 to the AIHF Clayton Scholarship in their name.
 YPSW will provide awardee with a paper Clayton Award certificate and \$100 to AIHF Clayton Scholarship in their name

Clayton Award Dinner

At the discretion of the YPSW President, the Clayton Awardee and guest will be invited to a dinner. All EC members and their guests are invited. Payment for the Clayton Awardee and their guest will be covered by the other attendees at dinner. YPSW will not pay for this event. **Policy 2023**

Past-President

Paper Certificate and \$100 to AIHF Clayton Scholarship in their name

Policy 2023**Outgoing Director Acknowledgement**

Paper Certificate and \$50 to AIHF Clayton Scholarship in their name. If Director is moving directly to President-Elect position, the certificate and donation is not provided.

Policy 2023**Donations**

YPSW will provide a monetary donation to a Memorial or AIHF in recognition of the passing of **YPSW Members only**. The amount will be \$250. Other monetary amounts and donations to individuals (family members) will be presented by YPSW President to EC for deliberation. Gift basket follow up will be decided on a case-by-case basis at discretion of EC.

Policy 2023