

**YUMA PACIFIC - SOUTHWEST SECTION**  
**Business Meeting January 21, 2026**  
**4:00 PM PST**

**AGENDA**

- Call to Order – Jennifer Sahmel, President
- Approval of Minutes of 2025 Annual Business Meeting (Attached to this agenda)
- Introductions of YPSW Executive Committee Members
- Executive Committee Activities in 2025 – Jenn Sahmel
  - a. 7 conference calls
  - b. Approved a 20% Meeting Registration Fee discount to YPSW member Speakers
- Secretary Report
  - Annual reports submitted (IRS and AIHA)
  - Four New Members (Lydia Renton, John Howard, Deborah Brown, Matthew Nonnenmann)
  - 2026 Meeting – 55 Meeting Attendees, 55 Tour, 59 banquet, 68 total
  - Membership
    - a. 151 (Lifetime: 144, Annual: 6, Honorary: 1)
- YPSW Treasurer's Report – Bob Lieckfield, Secretary/Treasurer

Checking Account: \$35,000 As of 1/15/2026

Savings Account: \$14,296 As of 1/21/2026

Meeting Income: ~\$35,000

Meeting Expense: ~\$33,000

- 2026 Annual Meeting Program – Dave Roskelly, President-Elect and Program Chairman
- Nominations and Election of YPSW Officers and Directors for 2025 – Dan Anna

NOTE: By YPSW Bylaws, Dave Roskelley will assume position of President; Jenn sahmel position of Past-President and Frank Hearl will remain as YPSW Webmaster.

Proposed slate:

- President-Elect – Donna Heidel, nominated by Executive Committee
- Secretary/Treasurer – Bob Lieckfield nominated by Executive Committee
- Executive Committee member (3-year term) – Ali Mohammadian, nominated by Executive Committee

**• Nominations from the floor**

Motion to approve the slate of officers

- Proposed Site of 2027 Annual Meeting
- Comments/questions from YPSW members
- Motion to Adjourn

**2026 YPSW AIHA Annual Business Meeting**  
**January 21, 2026**

## **Minutes of 2025 Annual Business Meeting**

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

The 2024 business meeting minutes were attached to the agenda. A motion was made and seconded to approve the minutes of the 2024 annual meeting. Motion to approve by Chris Lascz-Davis, seconded by Larry Gibbs. The motion passed unanimously.

### **Introduction of YPSW Executive Committee Members**

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

Colin Young – Past President  
Jenn Sahmel – President-Elect  
Bob Lieckfield – Secretary-Treasurer  
Dave Roskelley – Director (year 2 of 3)  
Jacob Persky – Director (year 1 of 3)  
Rich Hirsh – Director (year 2 of 2)  
Frank Hearl – Webmaster (Non-voting)

### **2024 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
- Change in Membership Dues structure (\$35 annual and \$250 Lifetime)

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 –

Barbara Dawson – George and Florence Clayton Award

New Members – Dan Anna that the following people had joined the YPSW Section during 2024:

Bryan Seal  
Sheila McBride  
Marty Cohen

### **Secretary-Treasurer's Report**

Secretary-Treasurer Bob Lieckfield reported the following balances:

Savings Account – \$14,296  
Checking Account – \$36,725

Bob announced that we have 58 people registered for the annual meeting with an income of ~\$34,000. Membership income is \$650.

In addition to a formal Clayton Award certificate, YPSW will make donations to AIHF in the amount of \$325 in honor of Barbara Dawson (Clayton Awardee \$175), Colin Young (Past President \$100), Rich Hirsh (Director \$50).

YPSW Sent memorials for:

- None

YPSW sent condolences gifts to:

- None

## **2025 Annual Meeting Program**

President-Elect and Program Chairman Jennifer Sahmel gave a brief overview of the program. Noted that we were having a few long-time YPSW members attending the banquet – Anna Davis, Terry Thedell, Barbara Cohrssen, and Anne Baptiste.

## **2025 Nomination and Election of Officers and Directors**

By YPSW Bylaws, Jennifer Sahmel will assume the position of President, Dan Anna will become Past President.

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

President-Elect – Dave Roskelley

Secretary-Treasurer – Bob Lieckfield

Executive Committee Director (3-year term replacing Rich Hirsh) – John Henshaw

Executive Committee Director (1-year term replacing Dave Roskelley) – Donna Heidel

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, motion made by Fred Boelter and seconded by Chris Laszcz-Davis to approve the slate recommended by the Executive Committee and the motion was unanimously approved.

The slate of candidates was presented to the membership at the beginning of General Meeting on Thursday, January 23, 2025. A quorum was established of >20% of the membership (147 total with 45 members in attendance (30%). The slate of officers and directors was unanimously approved by membership.

## **Proposed Site of 2026 Meeting**

There was no immediate decision on our 2026 venue.

## **Comments/Questions**

There were no additional comments or questions from the members.

## **Motion to Adjourn**

A motion to adjourn was made Dawson and seconded by O'Donnell 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 1<sup>st</sup>.

## Membership

All membership applicants must meet membership requirements defined in Bylaws

**Bylaws**

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

**EC Policy**

Delinquent annual members, dropped after one year late

**EC Policy**

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

**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.

**EC Policy**

## 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

<b>June</b> -- VP updates EC on program, Secretary recommends meeting cost structure, and general items, as needed	
<b>September</b> -- VP updates EC on program, and general items, as needed.	
<b>October</b> -- Clayton Award, Director, and President-Elect are nominated.	
<b>December</b> -- VP updates EC on program, Secretary reports on meeting registrations, and general items, as needed	
<b>January</b> -- VP and Secretary update EC on program	
Presides over Annual Business Meeting	<b>EC Policy</b>
Provides welcome and program introduction at annual meeting	<b>EC Policy</b>
Sets annual YPSW section goals (AIHA Local Section report)	<b>EC Policy</b>
 <b>Vice President</b>	
Serves as Annual Program Chair	<b>EC Policy</b>
Presents program theme for EC approval (March/April)	<b>EC Policy</b>
Selects speakers	<b>EC Policy</b>
Organizes all speaker activities	<b>EC Policy</b>
Updates EC on program (June, September, December)	<b>EC Policy</b>
Presides over 2-day meeting	<b>EC Policy</b>
Prepares a meeting summary for distribution to YPSW members and website (NLT February 15th after meeting)	<b>EC Policy</b>
 <b>SecretaryTreasurer</b>	
Distributes announcements to YPSW memberships, as requested. If there is a question about the appropriateness of the email blast, Secretary will discuss with President.	<b>EC Policy</b>
Coordinates with meeting venue for meeting space, meals, guest rooms, and other annual meeting logistics. Presents information to EC for approval.	<b>EC Policy</b>
Constructs periodic YPSW Newsletters -- Spring (membership book), Summer (meeting announcement), Fall (meeting logistics and registration)	<b>EC Policy</b>
Maintains records of meeting registrants	<b>EC Policy</b>
Maintains records of all YPSW finances	<b>EC Policy</b>
Pay invoices for YPSW expenses as needed	<b>EC Policy</b>
Prepares and submits annual reports	<b>EC Policy</b>
AIHA Local Section (with President) to AIHA Thursa LA	<b>NLT March 1</b>
AIHA Exemption Report to AIHA Thursa La	<b>NLT March 1</b>
AIHA List of Officers to AIHA Thursa La	<b>NLT March 1</b>
IRS Form 990 to IRS	<b>NLT May 1</b>
Annual financial summary to EC	<b>NLT mid-February</b>
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.

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

**Policy 2023**

### 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****Policy 2023**

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.

**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**