

## Oregon PRIMA Meeting Minutes

January 11, 2019

In Attendance:

President	Dan Davenport	P	Vice President	Niki Fisher	P
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	P
Past President	Jamie Iboa	P	Director	Laurie Kemper	P
Director	Bonnie Robbins	P	Director	Daedra Buntin	A
Director	Katie Durfee	P			

### I. Call to Order

11:14

### II. Review of Minutes

#### A. Approval of Minutes

Kevin moved the November 2018 meeting minutes be approved with two corrections.  
Katie seconded the motion; all were in favor and the motion passed.

### III. Treasurer's Report-Rob

Rob reported OR-PRIMA has a reconciled bank balance of \$33,686.41 at month's end, \$20,058.80 in its operating budget and \$68,277.27 in total operating income. Laurie asked to see a 2017 and 2018 side by side comparison which Rob said he could provide. Dan said he would purchase a laptop and Quickbooks for maintaining the finances of OR PRIMA. Katie motioned to approve the budget and up to \$1500 for the purchase of the laptop and Quickbooks. Niki seconded the motion; all were in favor and the motion passed.

### IV. Business

#### A. New Business

##### 1. Record email business in the minutes

##### a) Motorcycle Officer Training

The North American Motor Officers Association is holding its annual training in May of 2109 and is asking for sponsorships. Katie moved that we give one free registration to our Fall Conference to be raffled and awarded to the entity of the member who wins the raffle. Bonnie seconded the motion; all were in favor and the motion passed.

2. **Committee assignments**

a) **Sponsorship Committee- Dan**

Dan proposed changing the sponsorship levels to set amounts rather than a price range. Jamie moved that the levels be changed to \$500 with no attendees at the conference, \$1,000 (Bronze) 1 attendee, \$1500 (Silver) 2 attendees, \$2,500 (Gold) 3 attendees and \$5,000 (Diamond) unlimited attendees. Kevin seconded the motion; all were in favor and the motion passed.

b) **Membership Committee**

Daedra has agreed to chair this committee. The goals of the committee will be to explore membership structure, promote and build membership, and to look at the membership fee structure.

**(1) Fun Run/Walk Committee –**

Katie and Bonnie agreed to work on this committee

**(2) Other Committees**

Kevin, Dan and Rob agreed to work on the financial audit committee, and Laurie, and Jamie agreed to work on the award committee.

3. **Spring Educational Session Speakers**

a) **Ideas were the following;**

- Wildfire Scott Stanton- Hermiston Dan
- COOP Panel
- ICS Dan Nathan Garabey, Deschutes County Emergency Manager
- Steve Eberlein Red cross

4. **Mentor/mentee meeting prior to Fall Conference-Niki/Katie**

Discussion was tabled due to lack of time.

5. **Assign board members Star Chapter Duties – Jamie**

Discussion was tabled due to lack of time.

6. **Host Sponsorship of Law Enforcement Conference – Katie**

Discussion was tabled due to lack of time.

7. **Scanning old documents – Dan**

Rob and Dan determined the retention requirements for our records is 5 years. The board decided it should shred anything beyond required retention in preparation for the work being done on our taxes. It was agreed the Board

should get together before the February meeting at the SDAO office in Salem to sort through the records and shred what is not necessary to keep.

**8. Governor's State Resiliency Emergency Plan – Katie**

Discussion was tabled due to lack of time.

**9. Remove "other" category from RM Certificate and add ERM – Katie**

Discussion was tabled due to lack of time.

**10. Fall Conference**

- Katie moved that the board approve \$5000 for Dr. Kimberly Miller to be the keynote speaker for the 2019 Fall conference. Bonnie seconded the motion; all were in favor and the motion passed.
- Niki moved that the Board approve \$4000 for Jeffery Butler to be the keynote speaker for the 2020 Fall Conference. Kevin seconded the motion; all were in favor and the motion passed.
- Other potential speakers include Bridgeworks, John Michael Keyes and Kristina Anderson.

**B. Old Business**

**1. President topics for Fall Conference document for Google Docs – J**

Discussion was tabled due to lack of time.

**2. Update website to reflect process if not paying by credit card**

Discussion was tabled due to lack of time.

**3. Advertise on website and email blast – Kevin**

Discussion was tabled due to lack of time.

**4. Reinstatement of non-profit status, Catherine Yao – Dan**

Discussion was tabled due to lack of time.

**V. Email Items**

**a) Additional \$\$ for tax situation**

Laurie moved to approve up to \$4,000 for a tax attorney to review the Board's finances. Niki seconded the motion; all were in favor and the motion passed.

VI. Future Meetings: 2/8, 3/8, 4/12, 5/10

VII. Other Business

- Dan moved up to \$1200 per board member for up to 4 members to attend the 2019 National Prima conference. Jamie seconded the motion; all were in favor and the motion passed.
- Laurie moved to approve up to \$400 per board member to attend the OR-PRIMA Fall Conference. Niki seconded the motion; all were in favor and the motion passed.

**Adjourn**

1:53 PM