

Oregon PRIMA Meeting Minutes

February 8, 2019

In Attendance:

President	Dan Davenport	A	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	P
Director	Katie Durfee	P			

I. Call to Order

11:32

II. Review of Minutes

A. Approval of minutes

Daedra moved the minutes be approved with the following two corrections: 1. The board approved up to \$1500 for the purchase of a laptop and Quickbooks. 2. Change the approved amount from \$500 to \$400 for board members to attend the Fall Conference. Bonnie seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report

Rob reported OR-PRIMA has a reconciled bank balance of \$32,452.84 at month's end and \$20,058.80 in its operating budget. There is a consistent \$654.16 discrepancy that appears to be technical glitch and not an accounting issue. Laurie did a review of the 2018 financials and reported everything looked good. Jamie moved to approve the budget. Daedra seconded the motion; all were in favor and the motion passed.

A. New Business:

1. Spring Conference Speakers

- **Wildfire** – Scott Stanton is confirmed to present.
- **ICS Demystified**– Nathan Garabay is confirmed to present
- **Continuity of Operations Panel (COOP)**
Nathan Garaby and Mike Harryman are confirmed to present. We would still like to have someone from CERT and from State. Bonnie will check with the office of Emergency Management to see if someone is available.
- **Prepare Out Loud** – Steve Eberlein is confirmed to present. Katie moved to approve the contract for \$500 for Steve to present.

Daedra seconded the motion; all were in favor and the motion passed.

(a) Request titles and summaries

Jamie will need these at least ten days before the conference and will post them on website along with the speaker's Powerpoint material. We will email members asking for questions email members for questions for panel through our website and Bonnie will receive and compile them.

(b) Opening registration

Jamie can open the registration once she has information for all the sessions.

2. Fall Conference

a) Dr. Kimberly: Approve expenditure for 2019?

Katie reported that Dr. Kimberly wants to be compensated \$200 above her approved \$5000 to cover one night's hotel expense for Thursday. Laurie moved that the board approve the additional \$200. Dr. Miller also told her the Jedi Warrior vs Guardian is tailored specifically to police. However, she could modify it to "Becoming Your Own Jedi" which would appeal to our broader audience and she can send out Powerpoints for the board to review for suggestions.

b) Eric Holdeman: Building Resilience by Planning

Eric is an emergency manager in the State of Washington and a consultant. He can do one session for \$1348 plus lodging on Wednesday, and Katie will check to see what it would cost to have him do two sections.

c) Public Safety Seminars: Active Shooter

A concern was raised that the this could turn in to a sales pitch. Daedra will talk to them about modifying their presentation to a one- hour session and caution them about marketing. An Opioid Crisis Panel was discussed as a possibility with panel members from different regions of the state. We should consider two sessions one for schools and one for the rest of the members.

A speaker on volunteer management programs and ADA as a topic were also discussed.

d) Jeffery Butler – Scheduled for 2020?

Tabled

e) Determine speaker from National PRIMA's speaker Bureau

Request for this should be sent from Dan.

f) Conference Planner contract

Should be good for one year. Jamie to confirm

3. Assign board members Star Chapter Duties – Jamie

Jamie will look into doing this.

a) Add Spring Conference to Conference Page

Jamie will work on adding this.

b) Add National Link to page and add to Calendar

Katie has added this.

4. Host Sponsorship of Law Enforcement Conference

We have a reciprocal sponsorship conference attendance agreement with the North American Motor Officers Association (NAMOA). Their conference this year is in Eugene.

5. OR-PRIMA Presence at CIS Conference

The conference is February 28th at the Salem convention Center and a table will be provided for us. Set up is at 11:30 am and tear down at 5:00. We can set up our banners and provide information on the Risk Certification program and advertise our spring and fall conferences. Jamie and Katie will represent OR-PRIMA at the conference.

6. Mentor/Mentee meeting prior to fall conference

It was decided a networking lunch would work better due to the lack of time before the conference. There would be an area separate from the larger lunch group for interested and current mentors and mentees. Niki and Katie will put together a proposal for how this would look.

7. Remove "Other" Category from RM Certificate and add ERM

It was decided to keep this the same for now, but discuss it with mentors and mentees at conference lunch meeting.

8. Marketing Plan

Tabled for now. We need to be cautious about growing too fast and outgrowing our meeting and lodging space. We should consider a tiered notice to give room preference to paid OR-PRIMA members.

B. Old Business:

1. President topics for fall conference document for google docs

Jamie will do this before the fall conference.

2. Update website to reflect process if not paying by cc

Jamie will do this.

3. Advertise on OSSOA website and email blasts

Kevin will contact the OSSOA board once our conference information is finalized.

IV. Email Items

No decisions were made by email.

V. Future Meetings 3/8, 4/12, 5/10

VI. Other Business

VII. Adjourn

1:50