

Oregon PRIMA Meeting Minutes

March 8, 2019

In Attendance:

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

I. Call to Order

11:13

II. Review of Minutes

Rob moved the minutes be approved with one correction. 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 \$32,891.91 at month's end and \$13,471.74 in its operating budget. Katie moved to approve the budget. Kevin seconded the motion; all were in favor and the motion passed.

IV. Business

A. New Business:

1. National PRIMA Conference (headcount)

Jamie, Laurie, Katie and possibly Niki plan on attending the 2019 National PRIMA Conference.

2. New PRIMA laptop

There was a discussion regarding whether we need to purchase cloud storage for approximately 100 dollars a year. It was decided that since Quickbooks is cloud based, we are already using Google Team Drive and there is storage on StarChapter, this would not be necessary. The purchase of additional malware was also discussed, but since most the data was backed up on the cloud, it was agreed to not purchase it at his time. The board did agree to purchase Office to have the capability of using the laptop for Powerpoint presentations.

3. Committee updates

a) **Sponsorship committee – Dan**

We will need to begin renewing and growing our list of sponsors. Dan will bring the information on this to the May meeting for discussion.

b) **Membership committee – Daedra**

- Daedra had no updates but she wondered how the membership committee should integrate with the marketing plan. Katie would like to have a written plan before presenting it to the membership committee. She put together a draft plan using the National PRIMA Marketing but will need input from the rest of the board. If we want to look our membership structure, this would be a good time to do it. However, our current structure mimics the one used by National PRIMA and allows for more representative voting. The following were some other ideas discussed regarding the Membership Committee:
- Consider adding other people to the committee who aren't currently board members.
- Consider sending a broadcast email to members asking if they would like to be on the committee and ask what they would like to see at the Fall Conference.
- Dan can mention the opportunity during the President's Message.

c) **Fun Run/Walk Committee – Niki, Katie and Bonnie**

The group will meet again in August. Katie has created a checklist of last year's lesson learned. They will need to find the best course at Salishan, realizing the area presents some challenges. She plans to research it between now and August. Dan can make an announcement at the Spring Conference.

4. Spring Conference

a) **Finalize menu from Oregon Garden**

We will order coffee and tea and Mexican food for lunch.

b) **Room block**

We will block out 10 rooms.

- c) **Agenda**
Dan will open and introduce Scott Stanton for the wildfire session, Niki will introduce Nathan Garaby For the ICS session, Bonnie will introduce the members of the COOP panel and Katie will introduce Stephen Eberlein for the Prepare Out Loud presentation.
- d) **Breakfast?**
There will not be breakfast served
- e) **Registration Table**
Rob will be at the table and other board members will be present to help. Kevin will print and bring the spread sheet of registered attendees.
- f) **Laptops/projectors**
Dan will bring a projector and we can use our newly purchased laptop
- g) **Nametags**
These need to be printed the day before the event. We also need to request Oregon Gardens post signs along the driveway announcing the event.

5. Fall Conference

- a) **Jeffery Butler speaker is willing to speak 2020**
Dan has watched his presentations and thought they looked good. He will share them with the rest of the board to see what others think.
- b) **Approval of Eric Holeman's speaking agreement. We will need to approve agreements for both he and Dr. Kimberly Miller.**
The Board approved having Dr. Kimberly miller present as the keynote for the conference. Eric Wants \$1500 plus travel for a total of \$1842 two plus nights lodging. He serves as an emergency manager, Katie could send his link to blog on emergency preparedness for the board to see. The board considered asking if a sponsor would be willing to cover the cost, but ultimately decided to not have him speak due to the cost, although would still like to find someone to present on emergency management. Dan has reached out to the National Prima speaker bureau and they will send some options which he will bring to the next meeting.

c) **Agenda**

Kimberly Miller will present the keynote and other sessions throughout the day Thursday. Other topics potentially planned include Stop the Bleed, Safe Oregon, the Opioid Crisis, ADA in a Public Setting, the Mental Health Crisis and a Legal Update.

B. Old Business:

V. Catherine Yao tax attorney- Dan

She now has all the records we provided her and is working on it, other than that, there were no updates.

VI. Email items

Jamie moved that we keep the Spring registrations fees at \$55 for members, \$75 for non-members, and add a late fee for registrations made after March 22nd. Bonnie seconded the motion; all were in favor and the motion passed.

VII. Future Meetings: 4/12, 5/10

VIII. Other business

IX. Adjourn

1:02