

## Oregon PRIMA Meeting Minutes

March 9 2018

In Attendance:

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

**I. Call to Order 12:04**

**II. Review of Minutes.**

Laurie moved to approve the minutes with suggested corrections. Kevin 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 \$29,212.06 at month's end and \$20,001.90 in its operating budget. Niki moved to approve the budget and make an adjustment to zero out the \$9.42. Katie seconded the motion, all were in favor and the motion passed.

**IV. Business**

**Old Business:**

**1. Spring Conference 4/13/18 – Oregon Gardens**

Bryan and Jamie met with George Goodman to prepare for the Pay Continuation panel discussion. Bryan is going to send out a survey to all Oregon Prima members and non-members to gather statistics about pay continuation programs in their entities. Tim Kessel, Matthew Fisher and Mark Hokkanen and are all set and ready with their presentations. Jamie will introduce George, Dan will introduce Tim and Mark, and Daedra will introduce Matt. Jamie will print agendas and Daedra will print attendee name badges. Jamie presented menu choices and said she will ask about dietary restrictions in the reminder email. We will serve an Asian theme lunch and have muffins and fruit skewers during the morning arrival. Coffee, tea service and water will be provided for breaks and lunches. We will add a reminder for the Fall Conference on agenda and session

and feedback survey. Kevin will arrive early with a spreadsheet of registered attendees noting those who had yet to pay. Jamie and Bryan will bring laptops and Dan and Katie will bring projectors for the presentation.

**2. Fall Conference 10/3-10/5/18 – Mt. Bachelor Village**

Sara Stevenson will be here for May meeting to discuss planning of the conference.

**a. Speaker Brad Taylor**

Bryan received an email from Brad who had presented on homelessness last year at our Spring Conference. We are set for our keynote speaker for the Fall Conference, so if he would like to present he would need to respond to the general call for presentations. We should send this call out in April with an April 30 deadline, so we can discuss responses at the May meeting.

**3. SOPs**

Members had reviewed this living document and offered the following suggested additions: add rough estimates of average costs for conferences with “as of” dates under “other”; rename the Spring Conference the Spring Education Session; and include a frequency for conducting a financial audit such as every 5 years.

**4. Audit**

**5. Website**

No updates

**6. Email items**

**a. National Scholarship**

Jamie moved by email that Oregon Prima offer a member in good standing a scholarship to the National Prima Conference of \$600. Candidates will be asked to complete an application and must be a first-time attendee. Daedra seconded the motion, all were in favor, the motion passed.

**b. Tax attorney**

Jamie moved by email that Oregon Prima consult with a tax attorney upon the recommendation of our CPA and to pay up to \$1000 for this service. Daedra seconded the motion, all were in favor, the motion passed.

**V. Future Meetings: 4/13, 5/4, 7/13, 8/10, 9/14, 10/3, 10/5, 11/9 or 12/14**

**VI. Other business**

1. Bryan received an email from the Oregon Food Bank asking if we would be interested in expanding our support beyond speaker gifts. The board discussed providing additional raffle tickets for casino night prizes at the Fall Conference to raise money, posting on our website the dollar amount of our support and inviting a representative from the Oregon Food Bank to our Spring and/or Fall Conference to speak about what they are able to do with the money.
2. Katie looked at other chapters for ideas for conferences. These included a vendor appreciation night, a golf tournament, adding dancing to the casino night, and offering an area tour the first night. The board decided to move the discussion of a vendor sponsored golf tournament to the May agenda.
3. It was decided that moving forward we would add a footer with link to our website and the Google Team Drive to the agenda and the minutes.

**VII. Adjourn 1:38 pm**