

# Oregon PRIMA Meeting Minutes

July 13, 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 | Guest          | Sara Stevenson | P |

## I. Call to Order 11:36

## II. Review of Minutes

Laurie moved the May minutes be approved with one correction and Rob 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 \$29,368.88 at month's end and \$9,343.70 in its operating budget. Katie moved to approve the budget and Niki seconded the motion. All were in favor and the motion passed. Laurie said she has found some accounts showing as unpaid. Some of these are for conferences, and some are for memberships. If too much time has lapsed, it would be difficult to invoice at this point. Rob will check his records and report back at the next meeting.

## IV. Business

### A. New Business:

#### 1) Sponsorships – Bryan

Bryan passed out a spreadsheet listing last year's sponsors with their board member contact. It is important each member contact the vendor with whom they have a relationship with a personal phone call thanking them for their support and asking for them to continue it. The phone call can then be followed with the more formal letter. Bryan will post the spreadsheet on Google Docs and each board member can update it as they make contact.

#### 2) Student services – Laurie

Laurie has received one response so far and the deadline for submissions is August 24th. She suggested it might help to offer this earlier since this time of year most students are off for the summer. It might also help to reach out to schools for their help with promoting it.

### B. Old Business:

#### 1) Fall Conference 10/3-10/5/18

##### a. Confirmed sessions

Sara distributed a draft agenda that identified which speakers she had been able to contact to date. She has been in contact and confirmed availability with Jason Olson of Digistream for his session on **Elements of an Investigation**, Kevin Domancio of

MacColl, Busch for **Blurred Lines**, Tamara Jones of CIS for **Bringing Fido to Work**, and Kirk Mylander of CIS for a **Legal Update**.

**b. Keynote**

Sara will reach out to Martha Bryan of Bryan and Bryan Associates. Once she secures a commitment from her, we can decide which of her sessions we will ask her to present.

**c. Additional sessions to complete agenda**

Sara will confirm with Andre LeDuc for a session on **How to Implement ERM**, Brad Taylor of Brad Taylor Group and City of Portland for **Pre-escalation and De-escalation** and Sara Perry for **Special Events**. Bryan will co-present with Eva LaBonte on **Best Practices in Risk Management**. Dan will check with OSBA and see if someone is available to present on **Sex Abuse in Schools** and will report back.

**d. Entertainment**

Sara is in contact with Party Team and they are available to do the same events for the same price they have charged us in the past. We could also add a photo booth for an additional fee.

**e. Dinner guest fee**

In the past, we have charged \$50 as a dinner guest fee, which is less than the cost of the dinner, but includes entertainment extras. We need to confirm going forward if this is still the case and, if dinner is more, consider raising the fee.

**f. Food bank-Bryan**

Bryan has confirmed the Oregon Food Bank will do a lunch presentation and he will give their contact information to Sara. Attendees will buy raffle tickets, the proceeds will go to the Oregon Food Bank, and these will be the first tickets drawn during the raffle. It is important that we sell enough tickets to cover the cost of the prizes, so we will sell them for \$1 each and 6 tickets for \$5 to promote more sales. Attendees will have to be present to win and we will do drawings throughout the night. Bryan moved we give the Oregon Food Bank representative lodging for one night and one free registration for their work on this. Kevin seconded the motion, all were in favor and the motion passed.

**g. Door prizes & casino night prizes**

Jamie will buy Dutch Brothers gift cards and Euphoria chocolate bars and other gifts from companies based in Oregon. Dan will also reach out to Benchmade knives for some options. Last year, we spent \$800 for prizes, and Jamie moved we spend the same amount this year. Niki seconded the motion, all were in favor, and the motion passed.

**2) Membership**

Laurie has cleaned up the membership list by deleting duplicates and removing people who are no longer with the member organization. She found some members listed as “pending” and is unsure why. There were some duplicate voting members, which she corrected by finding who was the correct voting member. Some organizations were mislabeled, and she fixed those as well. She has now created an

accurate spreadsheet that shows the membership as it stands now right now. Daedra asked for an electronic copy of it to post on the team drive. Laurie said she could do that, but the information is constantly changing so it would become inaccurate quickly. Ideally, the registration system would require payment when people register; however, the challenge is some entities pay by check. Bryan and Jamie will see if there is a way to make it require payment before registration can be finalized. Rob will also check a couple weeks before the conference and send reminders and an invoice to unpaid members. Laurie moved that everything outstanding for the calendar year 2017 be adjusted to zero in the form of a write off. Daedra seconded the motion, all were in favor, and the motion passed.

**a. student membership – Laurie**

A student from OSU has requested access to our website. We could create membership for students and not charge for it. The challenge would be verifying they are students, so we will need to require a student ID. If their school is a PRIMA member, we could also attach them to that membership.

**3) RM Certification Program – Niki**

Niki reported we have received about 27 applicants, and each mentor has been working with 3-5 each. Five is a lot for one mentor, so we should talk to past graduates and ask them to take some on and even out the load. We also should add a training calendar on our website to show available training opportunities. Bryan said he can put this on the education page. In August, we will have a better idea of the number of graduates, so we can discuss trophies at that time.

**4) Sub-committees**

Bryan and Niki will be on Achievement Award Selection committee. The deadline for submissions is August 31.

**5) Golf tournament**

Jamie spoke with Judd Feldman of Apex, who said they think Prima needs to be more involved with running the tournament. We would make the time slots available, but we want a sponsor to run it. We do want participants to pay something for their participation. We may be able to help by having additional sponsors sponsor a hole. Attendees will need to register for golf when they register for the conference, but the golf tournament needs to be separate from the conference since attendees work for public entities. We will continue this discussion in August.

**6) Vacancies**

Per bylaws, Katie, Daedra, and Dan need to go on ballot as incumbents; however, depending on number of applicants, we may not need to go for vote. By the next meeting, we will know how much interest there is.

**7) PRIMA & OSSOA sponsorship – Kevin**

Daedra created a draft Memorandum of Understanding between the two organizations. Kevin suggested a reciprocal attendance for one member of each organization to attend the other's conference. Daedra will add this to the MOU and Kevin will present it to the OSSOA board and report back in August.

**8) Tax attorney – Dan**

Dan reported that the attorney has verified we have lost our tax-exempt status and they are preparing a response letter for us.

**V. Email items**

None

**VI. Future Meetings: 8/10, 9/14, 10/3, 10/5, 11/9 or 12/14**

**VII. Other business**

Sara reached out to Eagle Crest, Riverhouse, Inn at the 7<sup>th</sup> mountain, and Mt Bachelor for our fall 2020 conference. Riverhouse is booked for our preferred dates and neither Eagle Crest nor the Inn at the 7<sup>th</sup> Mountain have responded after two requests. The Board agreed to ask Sara to book Bachelor for 2020 and look at the other locations and possibly Sunriver for future conferences.

**VIII. Adjourn 2:11**