

Oregon PRIMA Meeting Minutes

August 10, 2018

In Attendance:

President	Jamie Iboa	P	Vice President	Bryan Aalberg	P
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	A
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

12:04

II. Review of Minutes

Niki motioned that the July minutes be approved with corrections. Daedra 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 \$29,368.88 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.

IV. Business

A. New Business:

1) Spring conference

a. Table top exercise

The board discussed a request from Metro Risk Management Group from Lane County to do a table top exercise.

b. Oregon21

The board discussed having a presentation on the impact the 2021 world athletics championships is going to have on public entities.

2) CIS/Law enforcement conf/Gordon Graham – Katie

Gordon Graham charges \$3000-\$5000 for his sessions. Katie will look at contracting with him or police officer Kimberly Miller for either a keynote or one-day session.

B. Old Business:

1) Fall Conference 10/3-10/5/18 – Mt. Bachelor Village

The board reviewed the scheduled presentations and assigned appropriate Risk Management Certification categories to each session. Sara will record these on the agenda. Sarah also has updated information on room rates to be added to the web site when we open registration. Best Western and the Marriot want to offer rates for overflow that can also be added. Mt. Bachelor provides two complimentary units for the conference, one of which will go to Michael Fann, our national speaker. Jamie proposed we give the second one to our scholarship applicant, Oregon Food Bank representative or the student scholarship winner. Laurie moved one room go to

Michael Fann and the other to the student scholarship winner. Daedra seconded the motion. All were in favor, the motion passed. Sara confirmed all board members need rooms for the conference. She will give Mt. Bachelor the list of board member names and request best available rooms for our room rate.

a. Sponsorship update – Bryan/Rob

The board was reminded that everyone needs to contact the sponsors on their lists and confirm commitments. Several board members have already done that and are waiting for confirmation. Sara asked for a PDF with current sponsors to be included in the PowerPoint, which she will forward to Bryan and he will put together a slide show. Bryan will also update the links on our website.

b. Scholarship app

Brandon Mattox was the only applicant for the \$500 Oregon Chapter Memorial Scholarship. He is an ideal candidate in that he is new to risk management. Jamie motion that Oregon Prima award Brandon Mattox the Memorial Scholarship of \$500 for the 2018 annual conference. Daedra seconded the motion. All were in favor, and the motion passed.

Laurie moved to award the student scholarship to Jamie Solomon for complimentary annual conference registration fees, reimbursed transportation costs to the conference and hotel accommodations up to \$500. Kevin seconded the motion. All were in favor and the motion passed.

c. LeDuc lodging request

Andre Le Duc is not charging to speak and has requested we cover one night of lodging. Jamie moved we cover the one night. Niki seconded the motion. All were in favor and the motion passed.

2) OPEEP at conference

Oregon Public Entity Excess Pool has asked to speak outside of the framework of the conference. We will not promote or advertise their presentation and they will be responsible for securing their own space.

3) Board vacancies

Jamie will become past president, Bryan moves to president, Niki will move to vice president. Rob will remain treasurer, Kevin will remain secretary, and Laurie would like to stay on as a director. Jamie has bios and statements of interest from Daedra, Katie, Dan, and Bonnie Robbins, Risk Consultant for the State of Oregon, for the open director positions. Jamie will send out a survey for members to vote on the vacancies and Kevin will check the results.

4) RM Certification Program

We need more mentors and Niki has reached out to graduates. Jamie can mention the need in her address at the conference. Niki will also ask mentors if they are having trouble finding classes for any categories. We will also add safety training opportunities to our website calendar.

5) Sub-committees

No updates. We have not received any applications for the Risk Management Achievement award.

6) Golf tournament

Dan spoke with Ron Cutter, and he doesn't think there is enough time to organize a tournament for this year; therefore, Brown and Brown will not be sponsoring it, and there will be no tournament.

7) Fun run

Katie has put together a participant's package and would like to add banners. She has also identified a route that will not require a special event permit. She suggested signs and route markers, and Laurie will run the route the day before and place the markers. The run will start at 7:00 am on Thursday, and Jamie will advertise it in an email announcing registration and mention it in her opening address. Katie moved the board approve up to \$50 for supplies to dress up the sign-in table, and Niki seconded the motion. All were in favor, and the motion passed.

8) Banner

Daedra contacted Vista banners and presented different options and prices for horizontal and retractable banners. The prices were reasonable, and she will draft up a mock up and present it to the board for approval. Daedra moved to spend up to \$300 for the banners, and Katie seconded the motion. All were in favor, and the motion passed.

9) Tax attorney – Dan

Dan has reached out to the attorney several times and has yet to hear back. At some point, we may have to contact a different attorney.

V. Email items (unpaid fees, Brad Taylor lodging)

Rob confirmed that there are currently no outstanding fees.

Laurie motioned via email that we cover Brad Taylor's lodging, and Daedra seconded the motion. All were in favor, and the motion passed.

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

VII. Other business

VIII. Adjourn - 1:57