

Oregon PRIMA Meeting Minutes

September 14, 2018

In Attendance:

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

I. Call to Order 12:07

II. Review of Minutes

Niki moved that the minutes be approved with two corrections and Katie 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 \$55,574.71 at month's end and \$35,537.27 in its operating budget. Kevin moved to approve the budget and Niki seconded the motion. All were in favor and the motion passed.

IV. Business

A. New Business:

1) D&O Liability coverage

Jamie received email from National with regarding renewing D&O liability insurance for Oregon PRIMA. Rob moved that we renew the coverage and Laurie seconded the motion. All were in favor, and the motion passed.

2) 2020 Venue

Sara informed the Board Mt Bachelor Village has been purchased and new owners are taking possession, creating uncertainty about space availability for our 2020 conference. For this reason, she looked at other potential venues and learned the Inn at the 7th Mtn no longer provides this service. She was able to obtain proposals from Eagle Crest and Sunriver. Jamie also mentioned the Eugene Hilton has gone through extensive upgrades as a possible option. Jamie will forward contact info for the Hilton to Sara and Sara will reach out to them.

3) Star Trek theme

It is too soon to consider this for the Fall 2018 conference, but we could consider it for Spring or Fall 2019.

4) Website training

Jamie is almost finished updating the website “cheat sheet.” Once that is completed, she and Bryan will work to train more board members on its use. Laurie would be asked to add membership management to that training. We will plan to conduct this at our November or December meeting.

B. Old Business:

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

a. Moderators & bios

All sessions were assigned moderators and Sara will email an agenda listing the assignments. Sara confirmed all presenter Bios are now online, but she has not received the presentation descriptions. These are due by September 26th.

b. Door prizes

Jamie is working on getting a count Dutch Brothers gift cards and euphoria Chocolate bars.

c. Casino prizes & Food Bank tickets

Jamie has bought all the prizes except one. Sara will get roll of special tickets to be sold for the food bank. Daedra suggested board members could also sell tickets throughout the conference and Katie suggested special badges for board members to wear for easy identification.

d. Sponsorship update

Daedra can store sponsor logos on the team drive. Jamie will send her the PRIMA logo to be stored there.

e. Fun run

Katie and Niki walked the route and will make up signs, ribbons and balloons to mark the route the night before. Start time is 7:00 am and there is an undercover area that can be heated and used as a starting point. There will be no sign up, participants need only show up and sign a waiver. Laurie and a smaller group will go for a longer, five mile run.

2) Achievement in Risk Management Award

Washington County won this award for their injured worker guide.

3) Board vacancy voting

All current directors won and will remain on the Board.

4) RM Certification Program

One member and possibly two have completed the program and will receive certificates.

5) Banner

Daedra will work on mock up and have it soon to present to the Board for approval.

6) Tax attorney

Dan has an appointment scheduled and will report back.

7) Meeting: November or December?

The first meeting following the conference be on November 9th

V. Email items none

VI. Future Meetings: 1/11, 2/8, 3/8, 4/12, 5/10

VII. Other business

VIII. Adjourn 1:31