

Oregon PRIMA Meeting Minutes

November 9, 2018

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	A	Director	Daedra Buntin	P
Director	Katie Durfee	A			

I. Call to Order

11:11

II. Review of Minutes

Kevin motioned that the minutes from October be approved. Niki seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report

- IV. Rob reported OR-PRIMA has a reconciled bank balance of \$43,941.96 at month's end and \$20,047.07 in its operating budget with a negative \$103.76 unaccounted for. He proposed we consider using a service such as Accuraccounts to perform an annual audit. Rob moved to approve the budget with the noted discrepancy.

V. Business

A. New Business:

1. Conference evaluations

Daedra has moved the evaluation responses from the 2018 Fall Conference onto a spreadsheet and put them on the Team Dive. The responses were overwhelmingly positive, and the Fun Run was well received, however, the suggested golf tournament was not very popular. People suggested we run sessions more than once and

possibly make them shorter. However, we may be too small a conference to make this work.

2. Color Code nametags by city, county, park & rec, etc.

We could possibly add a color-coded ribbon to each badge. This will be moved to the SOP.

Conduct mentor/mentee meeting prior to conference starting. Hold board meeting earlier in morning and then have mentor meeting.

The board agreed this was a good idea and it would mean we would need to meet an hour earlier. There should also be structured meetings throughout the year. Discussion was tabled for a future meeting when Katie could be present.

3. Adjust sponsorship to a specific dollar amount or create smaller dollar ranges.

Membership committee can look at this and make recommendations to the board.

4. Make registration by credit card only at time of registration.

The board agreed. We will also need a process for invoicing members that need to pay by check.

5. Assign board members specific duties within Star Chapter

Discussion tabled for a future meeting after we conduct website training.

6. Check to see if we still have job descriptions for board positions

We do. These should be brought to the next meeting.

7. Create document for goggle drives that have topics to cover at fall conference by president

This was assigned to Jamie.

8. Should OR-PRIMA be a vendor at conferences

This was tabled for the next meeting.

9. Hold Luncheon Learns around state

This was tabled for the next meeting.

10. Create additional committees, Sponsorship, Membership, Risk Certification, Fun Run/Walk?

This was tabled for the next meeting.

11. Bring in more school districts

Our MOU with OSSOA conference should provide opportunities for this including broadcast emails

12. Address additional HR topics at conferences

The Board felt we do some of this already and there are other conferences that specifically address that already, and they have their own conference.

13. Hosting Sponsorship of Law Enforcement conference

Tabled for a future meeting.

14. Governor's State Resiliency Emergency Preparedness Plan

Tabled for a future meeting.

15. Dr. Kimberly Miller speaker – Fall Conference

Dan will follow up with Katie

16. Marketing plan

We will ask Katie to develop a preliminary plan to present to the board.

17. Removal of "Other" category from RM certification, Add ERM Table

18. Scholarship to National PRIMA

We could also add a national membership scholarship. This would be good information to add to our marketing plan.

B. Old Business:

1. Reinstatement of non-profit status

Dan has been working with a new attorney, Catherine Yao, and so far, it has been going well. Rob brought documentation for Dan to provide to her.

VI. Email items

none

VI. Future Meetings: 12-7 (Computer training) 1/11, 2/8, 3/8, 4/12, 5/10

VII. Other business

- 1. The Board discussed possibly moving the monthly meetings up to 11:00 and we will check with the other members.**
- 2. Possible topics discussed for the Spring conference included #Me too, General safety, environmental safety, OSHA, air quality and wild fires, sexual harassment, incident command and a cyber security panel roundtable**

VIII. Adjourn

1:02