

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 01-08-24

Time: 10:00 AM

I. IN ATTENDANCE

Niki (President), Katie (Past President), Dustin (Vice President) and Kara (Secretary). Daedra (Treasurer) and Bonnie (Board Member) were absent.

II. APPROVAL OF MINUTES

Kara motioned to adopt the December minutes, Katie seconded, and the motion passed unanimously.

The Board confirmed a quorum is a majority of those on the Board, and suggested adding the definition to the Bylaws.

III. TREASURER'S REPORT (JANUARY 2024)

This item was moved to February.

IV. OLD BUSINESS

Bank Update: Niki noted the bank update was still in progress; a new account was opened, but the account at First Interstate is not closed yet.

External Drive Options: The Board discussed storing documents in an OR-PRIMA specific Google Drive or in Star Chapter. Kara agreed to look at Star Chapter further.

Bylaws Update: The Board discussed the latest draft of the Bylaws. They suggested adding the Annual Planning Schedule as an Appendix. The Board agreed to revisit in February to take a motion, and then send it to the membership for a vote.

V. NEW BUSINESS

National Conference: The Board discussed who would be attending the national PRIMA conference in 2024. Dustin suggested establishing a fund or cap for conference reimbursement. The Board agreed to vote on reimbursement amounts at the next meeting after reviewing the Treasurer's Report.

LOC Dates: Katie identified dates for the League of Oregon Cities (LOC) conferences. LOC will be in Portland September 30th through October 4th in 2025. In 2025, their Spring Conference is in North Bend from April 30th through May 2nd. For 2026, they do not have a date set for Spring Conference, but plan on late April. In Fall 2026, they will be in Salem from October 14th through 16th. There is a conflict of dates for Fall 2024, so OR-PRIMA should market Spring Conference earlier.

Spring Conference: Bonnie secured a speaker for the wildfire topic and is working on one for artificial intelligence. Katie said she may also have a resource, and Dustin agreed to ask his broker. Niki explained the need for an alternate speaker for the social engineering topic; the person with the FBI is not available. She also spoke with someone from the Bend Police Department about presenting de-escalation, but he needed to confirm his schedule. Daedra has not secured anyone for body language yet, so Niki and Katie will explore options.

Mentor and Mentee Plan: Katie suggested hosting a virtual mentor meeting prior to the conference instead and removing it from the agenda. The Board supported this idea, but suggested holding it before the Fall registration deadline.

Happy Hour: The Board discussed the Happy Hour event. The group needs to identify a venue and capacity. They discussed how the partnership with RIMS would go, dividing costs between RIMS and PRIMA with PRIMA organizing the event. They also discussed using the garden and patio area at Oregon Gardens. Other possibilities include Noble Fir, Greystone Lounge Tiki Bar, Gallon House, or Silver Falls Ale House.

Save the Date: The Save the Date was posted to LinkedIn, and the Board suggested doing an email blast. Katie agreed to write the notice, and post or show Kara how to do so on Star Chapter.

Spring Conference 2025: The Board discussed locations for the Spring Conference in 2025. The Board is waiting for information on the Zoo or Holiday Inn in Wilsonville. Katie found out that the Surf Sand Resort in Cannon Beach can accommodate up to 120 people in a single room. The Cannery Hotel in Astoria only accommodates up to fifty people.

Fall Conference 2026 Venue: Niki found out the Seaside location is already booked for October. Daedra was looking into Salishan and Katie the Cannon Beach location. This item was moved to the next meeting.

Finalize Keynote: Niki met with Huan Do, but determined his fee was out of budget at \$12k. Tim Eggebratten's fee is \$5k, which includes travel, and he offered to do a second session/music. Wylie Davison was \$5k plus travel from Minnesota. Katie also suggested Katie Nelson, who was recommended by Julie Parker Communications. Her session is \$2.5k and includes travel from California. Her sessions are titled Break Your News: Crisis Communications for Public Sector Leaders and Tell Your Story: Building Relationships Through Your Digital Footprint. The Board wanted to see a preview of her speaking, and Katie agreed to ask for one. The Board was also interested in looking further into Tim.

PRIMA Speakers Bureau: The Board discussed speakers listed within the PRIMA Speaker's Bureau. They were most interested in Melissa Steger and Amy Larson for presentations. Niki agreed to follow up with them.

Sponsorship: The Board agreed to defer this item to the next meeting.

VI. OTHER

Annual Planning Schedule: Niki asked if everyone could review the Annual Planning Schedule to identify tasks they are interested in or willing to do.

Star Chapter Member Caps and Loss Ends: The Board agreed to discuss this item in February.

Member Update: This item was skipped by accident, and will be discussed at a future meeting.

VII. ADJOURNMENT

The meeting adjourned at 12:09 PM.