

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 01-17-25

Time: 10:00 AM (Started 10:13 AM)

I. IN ATTENDANCE

Niki (President), Katie (Past President), Daedra (Treasurer), Kara (Secretary) and Heather (Board Member) were present. Chelsea (Board Member) was absent. Dustin (Vice President) arrived at 10:45 AM.

II. BYLAW UPDATE

The Board discussed the latest draft of bylaws from April 2024. Everyone was satisfied with the current draft but suggested a single edit to allow an additional designee to sign contracts. Kara agreed to send the bylaws to voting members.

Niki motioned to approve the bylaws with the additional designee language added to the contract section. Daedra seconded, and the motion passed unanimously.

III. SPEAKER AGREEMENT AND INFORMATION SHEET

The Board discussed the Speaker Information Sheet, and suggested adding a note to have presenters download their presentations on their laptop and place a copy on a thumb drive. They also suggested leaving the references to location, moving the "NOTE" section up, and adding info@orprima.org as another contact. Heather made notes on the changes and agreed to update the form/make it fillable.

The group also discussed using Star Chapter for the form but decided against it after Daedra cautioned that responses must get purged periodically. Regarding the Speaker Agreement, the Board discussed verifying professional liability coverage as needed and adding a general disclaimer to conference programs.

IV. RISK MANAGEMENT CERTIFICATION

Katie provided draft materials for the Risk Management Certification Program. She explained that she wanted to provide more structure and make it easier to manage going forward. She suggested mentors work with no more than 5-7 people at a time and cannot be both a candidate and mentor concurrently. Mentors must meet with mentees once per quarter. To graduate at the fall conference, candidates must complete their work no later than August 31st.

The Board appreciated all the effort and approved of the proposal. They also suggested adding a note that certification is offered through Oregon PRIMA, and it is not a nationally recognized designation. Katie agreed to make the change and send the materials to the Board, and everyone pursuing certification. She planned to organize a 'meet and greet' event in March.

The Board explored other ideas, such as designated tables for mentors and candidates.

V. UPDATE DOCUMENT STORAGE

Kara explained that Microsoft only provides free or low-cost services to 501(c)(3) organizations, and not 501(c)(6) like Oregon PRIMA. The cost for Microsoft Teams is \$6 per user per month with an annual commitment, for a total of \$648. Despite the cost, the Board was supportive and understood it would be beneficial to have a designated place for records and greater collaboration that isn't tied to a particular board member's employer, etc.

Dustin proposed limiting the number of users in the first year, if possible, but the Board had some concerns about that approach for a transition. Kara agreed to investigate whether it's possible to add people midway through the year, and what it takes to move forward.

Niki motioned to approve a subscription to Microsoft Business Basic for \$6 a user per month with an annual commitment for no more than \$700 a year. Heather seconded, and the motion passed unanimously.

VI. BOARD ADVERTISING AND COMMITMENT

The Board reviewed and approved the document. They suggested adding a note that the time investment is flexible, but candidates should anticipate attending monthly meetings of three hours, both conferences and an annual retreat. They also suggested adding the updated logo, then publishing it on a tab for Board Membership under the Board of Directors.

Dustin agreed to revise the Application for the Board of Directors to add questions about prior involvement, etc. The Board suggested we use the PRIMA application as a model.

VII. PLANNING TIMELINE AND RESPONSIBILITIES

The Board reviewed the Annual Planning Schedule. The group agreed that making the bank statements available and reviewing the Treasurer's Reports serves as regular internal audits. Niki planned to ask PRIMA about auditing requirements.

Everyone agreed to the following changes, amongst others made in real-time:

- Move "Email "Call for Presentations" Inquiry" [for entire year] from February to December in the sponsor survey.
- January – add a task to review documents and templates.
- Combine the Standard Operating Procedures and Annual Planning Schedule.
- September – Contact Fall Conference speakers in September to ask for any dietary restrictions, attendance at other sessions, vendor tables, and to communicate the theme. The Board will use Katie's prior emails to develop a checklist.
- Move "Discuss any special events/activities" from May to March and finalize in April or May.
- Create a template for what is needed from sponsors for banner and table toppers.
- Assigns thank you cards and place them in the speaker gift bag.
- Put ballot to members in July, and call for nominations in May.

Daedra agreed to update the Standard Operating Procedures document, and Niki agreed to update the Planning Timeline.

VIII. GOLF EVENT

The Board discussed how to organize the 2025 Fall Conference Golf Event. The Board advocated for a plan that is not resource intensive. They expressed concern about the cost, and whether it should be paid by attendees or sponsored,

and any ethical considerations since the cost is \$65.00 a person. The group suggested providing a box lunch to encourage attendance on the first day.

The Board agreed to gauge interest at the Spring Conference by asking during the registration process. The group also considered not doing the Fun Run given the low turnout. Dustin agreed to verify whether costs need to be paid upfront.

IX. ADJOURNMENT

The meeting adjourned at 3:09 PM.

Following the meeting, on January 29th, Niki made a motion to appoint Luke Chicquaye to the Oregon PRIMA board. Heather seconded, and the motion passed with a unanimous vote. Chelsea