

# MEETING MINUTES

## OR-PRIMA CHAPTER

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Date: 01-30-26

Time: 10:25 AM

### I. IN ATTENDANCE

Dustin (President), Niki (Past President), Daedra (Treasurer), Kara (Secretary), Marie (Board Member), Luke (Board Member), Heather (Board Member), and Michiel (Board Member) were present. Katie (Board Member) joined remotely.

### II. MINUTES DECEMBER 2025

*Dustin moved to approve the minutes from December 15, 2025; Niki seconded, and the motion passed unanimously.*

### III. FINANCE

#### Financial Reports

Daedra reported that the October and November Treasurer's Reports were still in progress, noting ongoing difficulties in separating membership and event registration revenue. She also recommended establishing a centralized location in Teams for storing receipts instead of relying on email threads.

The Board discussed whether adopting Aplos might streamline financial processes. Niki agreed to contact larger chapters to learn how they manage their financial systems. Daedra asked if anyone was interested in assisting with or taking over certain responsibilities, but no volunteers came forward. Michiel and Daedra agreed to meet and explore whether they could combine reports from Star Chapter more effectively.

#### Budget

The Board decided to revisit the budgeting process once financial records are fully updated. Dustin expressed interest in placing funds into short-term certificates of deposit to gain more passive income for the organization.

### IV. CONFERENCE LOCATIONS

#### Spring 2027

The Board reviewed potential venues for the 2027 Spring Conference. Katie contacted Oregon Garden Resort, and Dustin reached out to the AC Hotel to gather preliminary information. The Board agreed that

Katie should ask whether Oregon Garden Resort would consider offering a package or negotiating pricing for certain add-on services. Additional venue ideas included Broadway Commons and the Kaiser Civic Center. Marie volunteered to contact Broadway Commons, and Dustin agreed to follow up with the Kaiser Civic Center.

### **Fall 2028**

The Board discussed locations for the 2028 Fall Conference. Niki agreed to obtain pricing from both the Riverhouse and Sunriver. Seven Feathers Casino Resort was considered, but the Board noted that some employers are uncomfortable with staff attending conferences held at casinos. It was also determined that Black Butte Ranch would not be feasible due to individually owned rentals. The Board mentioned that Seaside may be a potential option for 2029.

## **V. 2026 CONFERENCE UPDATES**

### **Spring 2026**

Juan Benavidez agreed to deliver a one-hour presentation on the use of artificial intelligence for tabletop exercises, with flexibility to adjust the session length as needed. The Board also approved moving forward with a session on abuse. Michiel agreed to coordinate with potential speakers to address the scope and magnitude of related claims, the impacts on victims and staff, recent changes in Oregon, and strategies for loss prevention.

The Board further discussed offering a session focused on financial risk, such as internal controls, asset management, valuation practices, and approaches to conserving resources considering the financial constraints many public entities are facing. They agreed to invite the State of Oregon Economist and each Board member agreed to ask their finance colleagues for speaker recommendations.

### **Fall 2026**

Dustin reported that Robin Rose is not available for the upcoming conference, and the Board recommended securing her for the Fall 2027 event. The Board also approved scheduling Sarah Curtis for Thursday and Friday morning sessions, designating *The Risk of Standing Still* presentation as the keynote and *Civility Starts With You* session as the breakout. In addition, the Board discussed the value of hosting a welcome lunch and agreed that it remains an effective strategy for encouraging attendees to participate in the keynote session.

## **VI. 2026 BOARD MEETING SCHEDULE**

The Board reviewed options for the meeting schedule. Although two Board members are typically off on Fridays, they expressed willingness to work on those days to support a consistent meeting time. After considering several alternatives, the Board was unable to identify another day that worked for all members and therefore agreed to continue meeting on the second Friday of each month beginning in March, consistent with past practice. For February, the Board agreed to meet on February 13 from 1:00 to 4:00 PM.

## **VII. RISK MANAGEMENT PROGRAM UPDATE**

Katie reported that she secured a reduced rate for PRIMA webinars to support the Risk Management Certification Program. She also proposed organizing a mentor–mentee meet-and-greet at the Spring Education Session and requested that Board members provide her with a headshot.

The Board discussed options for name badges and expressed interest in using a generic title of “Board Member” to avoid reordering badges as roles change.

*Michiel moved to purchase name badges, and Niki seconded the motion. The motion passed unanimously.*

The Board also discussed distributing PRIMA’s newsletter to members and including a link to PRIMA’s webpage.

## **VIII. MEMBERSHIP MANAGEMENT**

Dustin explained that he needs to transition membership management responsibilities now that he is serving as President (and there is no Vice President in place). He noted that the membership system is manual because each organization holds the membership, with individual staff listed beneath it. Although organizations can add or remove their own staff members, many are unfamiliar with the process. The Board agreed that clear instructions should be developed to help organizations manage their accounts.

Dustin also shared that the system does not provide an effective method for sending renewal notices, as notifications are sent to all listed members rather than only to primary contacts. Heather and Luke agreed to assume responsibility for membership management moving forward.

## **IX. COMMITTEES**

The Board discussed the possibility of establishing a membership committee and potentially expanding the size of the Board. Members noted that while a larger structure could help build a pipeline of future Board leaders, it would also introduce additional costs and administrative responsibilities. The Board considered piloting a smaller committee focused on a specific objective, with a Board member serving as lead. They also discussed reaching out to larger chapters to learn more about their organizational structures and committee models.

## **X. CLEAR RISK**

The Board discussed a proposal to allow Clear Risk to offer webinars. Clear Risk would manage the entire process, including selecting the date and time, and hosting the session on their preferred platform. Dustin explained that the content would be educational in nature and not sales-focused. Clear Risk could provide two sessions as a pilot, and the Board could assist with promotion. The sessions would be recorded for future access on the website, and they could use the Oregon PRIMA PowerPoint template.

*Dustin moved to approve up to two webinars hosted by Clear Risk with prior Board approval. Daedra seconded the motion, and it passed unanimously.*

Katie agreed to take the lead on selecting the topics to support the Risk Management Certification Program.

#### **XI. TEAMS TRANSITION**

Kara provided an update on the transition to Teams, noting that most records have now been moved from Google Drive. She explained that there are a large number of photos and asked Board members to be selective when uploading images. The Board agreed that certain photos should be retained for long-term storage.

Kara also reported that there are numerous documents stored in Star Chapter that will need to be reviewed, in addition to existing physical files.

#### **XII. WEBSITE MANAGEMENT**

The Board discussed the possibility of hiring someone to manage the website, noting its importance in supporting both membership and sponsorship. Daedra agreed to contact Mohammad to determine his interest in taking on the project. Dustin agreed to reach out to other chapters to learn how they manage their websites and to inquire about any style guides or related resources they use.

#### **XIII. LOCAL COLLEGE/UNIVERSITY COLLABORATION**

The Board agreed on the importance of supporting the next generation of risk managers and individuals in related fields. Luke reported that he had reached out to individuals in Occupational Health at Oregon Health & Science University but was unable to make progress. Dustin noted that he was able to establish a connection with a contact at the University of Oregon.

The Board discussed the possibility of hosting a table at a public-sector job fair to increase visibility and engagement. They also noted that university risk management staff could serve as valuable connection points for outreach and collaboration.

#### **XIV. ADJOURNMENT**

The meeting adjourned at 3 PM.