

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 02-12-24

Time: 10:00 AM

I. IN ATTENDANCE

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

II. APPROVAL OF MINUTES

Dustin motioned to adopt the January 2024 minutes as written, Niki seconded, and the motion passed unanimously.

III. TREASURER'S REPORT (DECEMBER 2023 AND JANUARY 2024)

This item was skipped, and Daedra agreed to send out the reports by the end of the day. Dustin confirmed that the reports are reviewed in arrears, at the close of the prior month.

IV. NEW BUSINESS

National Conference: Dustin, Kara, and Niki stated they plan to attend the national PRIMA conference. Dustin asked whether reimbursement should be a part of the bylaws or an annual discussion. A majority supported an annual discussion to allow for greater flexibility. *Daedra motioned to approve reimbursement, not to exceed \$800 per person, for conferences in 2024. Niki seconded and the motion passed unanimously.*

Spring Conference: Dustin proposed combining body language and de-escalation into a single, longer session. A majority supported this idea. He also explained presentations needed to be set soon, so they could be approved for continuing education credits. For artificial intelligence, Katie said Josh Penner requested payment of \$500 and overnight accommodations. *Niki motioned to approve payment of \$500.00 and accommodations for Josh Penner to present at the Spring Conference. Daedra seconded the motion, and it passed unanimously.* The group continued to discuss options for the schedule. They noted that Mariana Ruiz-Temple, Fire Marshall for the State of Oregon could speak for longer if she needed a full hour. Bonnie agreed to check in with her and presenters for Social Engineering.

Niki requested speaker biographies and photos for all presenters, except Mariana (already received). Dustin reached out to Noble Fox and a few other locations regarding the Happy Hour event. The group agreed staying onsite is preferable. Katie offered to check in with Oregon Gardens, and ask about the menu. The board reviewed a menu and agreed to a basic beverage station in the morning, chicken street tacos for lunch with their Moonstone garden salad, Spanish rice, deluxe beverages in the afternoon, and assorted cookies for dessert at break. Katie agreed to submit the food order and ask about drink pricing. For Happy Hour, the group leaned towards mushrooms with crab or salmon, fruit, caprese, and meatballs for food. They also supported limiting the bar to beer and wine only. Katie said she would confirm when orders are due, and how late quantities can be modified.

For Spring Conference 2025, the group agreed to get a quote from a few venues (Oregon Garden, Crown Plaza in Lake Oswego, and the Holiday Inn in Wilsonville). The board planned to ask members about locations on conference surveys.

Spring Conference 2024 Continued: Bonnie found out that Mariana was not available earlier in the day. The group returned to discussing the schedule for Spring Conference 2024. A majority supported filling the schedule gap with a tabletop conversation, moderated by Brown and Brown.

Fall Conference: After discussing keynote presenters, a majority supported moving forward with Huan Do. He reduced his fee to \$5k from \$12k on the condition that board members consider sharing his information if they enjoy the presentation. *Niki motioned to approve payment of \$5k to Hoan Do for a keynote on Thursday, Dustin seconded, and the motion passed unanimously.* For a PRIMA Speakers Bureau Update, Melissa will be scheduled for Wednesday and Thursday.

Katie had to leave, but noted that a sponsorship of \$1k was secured from City County Insurance Services and the risk management certification meeting will also be held on Wednesday, March 13th at 9 am.

For the sponsorship item, Dustin suggested reaching out to sponsors much earlier, and finding out the best time to ask given budgeting cycles, etc. He also suggested an annual sponsorship versus event based, and outlining the incentives at each level. Daedra agreed and said she wanted to offer webinars again. The group discussed allowing a hybrid sponsorship approach with financial donation and in-kind services. It was pointed out that a board member should always be at the desk during conference. The group recognized that the topic requires a longer discussion.

Bonnie needed to leave but noted that she cannot make meetings in Wilsonville. Niki said that the board can discuss the schedule again in March. Agenda topics for the 2026 Annual Conference Venue, items from Old Business (Annual Planning Schedule, and Sponsorship) were deferred to a future meeting.

Board Member Update: *Dustin motioned to approve Chelsea from City of Philomath and Heather from City of Woodburn as new board members, Daedra seconded, and the motion passed unanimously.* Niki and Dustin would try to meet with them prior to the meeting on March 11th to discuss the proposed bylaws, etc. Dustin confirmed the group approved him updating membership pricing in Star Chapter to align with the tiers established at a previous meeting.

Bylaws Update: Kara suggested a few minor edits for pronouns and to allow the group to meet the second week of the month, or as otherwise decided. Dustin asked about the language related to membership dues, removal for cause, and nominations. The board discussed sending the bylaws without the Annual Planning Schedule and Board Duties. Dustin pointed out that bylaws, etc. could be done by an executive committee/working group. Niki agreed to put the topic on the agenda for the next meeting.

Items requiring follow up (External Drive Options, Star Chapter Membership Caps & Loose Ends, and Risk Management Certificate) were deferred to a future meeting.

V. ADJOURNMENT

The meeting adjourned at 12:40 PM. The next meeting is March 11th and there is no meeting in April.