

# MEETING MINUTES

## OR-PRIMA CHAPTER

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Date: 02-13-26

Time: 1:04 PM

### I. IN ATTENDANCE

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

### II. MINUTES JANUARY 2026

*Daedra moved to approve the minutes from January 2026; Katie seconded, and the motion passed unanimously. Niki was not present for the vote.*

### III. FINANCE

#### **Financial Reports (September to Present)**

Daedra shared highlights from the Treasurer's Report for January, noting revenue from membership renewals and expenses related to the board retreat. Daedra completed the Treasurer's Reports and sent them to the Board. Because members had not yet had an opportunity to review them, they agreed to review and approve the Financial Reports for September, October, November, December, January, and February at the March meeting.

#### **Annual Budget Preparation**

The Board agreed to prepare a budget in March after reviewing Treasurer Reports.

#### **Annual Financial Review and Audit**

The Board discussed the possibility of conducting an audit but noted that it may be costly and unnecessary, as board members already review bank activity regularly and examine all expenditures in the Financial Reports. Daedra agreed to prepare the 2025 Income Statement for the March meeting and share links to any relevant materials. Dustin agreed to ask PRIMA whether they conduct regular audits.

### IV. CONFERENCE LOCATIONS

#### **Spring 2027**

Dustin shared that the Keizer Event Center is available and that the Board would receive a 20 percent discount off the standard rate of \$125 per hour as a government partner. The estimated cost would be

about \$500, and the venue also provides a list of recommended caterers. Marie explored Broadway Commons and submitted an inquiry, noting that the site is ADA accessible and has ample parking.

Niki recommended waiting until the Board had more information on costs. Daedra agreed but supported either option. The Board noted that parking can be challenging at the Keizer Event Center, though it is unlikely to be an issue given typical spring attendance.

The Board agreed to keep the Oregon Garden as an option if pricing is negotiable. Dustin raised the question of event timing, noting that it has traditionally been held on the second Friday in April. The Board agreed that a single-day event at the end of the week is less disruptive. Because the League of Oregon Cities (LOC) holds a spring event, some members expressed concern about potential conflicts if dates or locations change. Dustin agreed to ask LOC about their dates for 2027 or 2028. The Board plans to decide on the location in March.

### **Fall 2028**

Niki reached out to Riverhouse and Sunriver but has not yet heard back from either venue. The Board also considered the Deschutes County Fair and Expo Center and Tetherow. Niki said she would research Tetherow further.

## **V. 2026 CONFERENCE UPDATES**

### **PRIMA Conference 2026**

The Board discussed the 2026 PRIMA conference. Michiel was interested in attending, and Katie agreed to send him a scholarship application.

### **Fall 2026**

Dustin confirmed with Sarah Curtis and noted that Robin Rose was unavailable. He connected with Justin Jones-Fosu through Platinum Speakers Agency, which agreed to reduce its fee from \$22,000 to \$5,000, plus up to \$1,500 for travel and hotel accommodations. Because the Board was concerned about the cost, Dustin agreed to follow up with Kasey McCallister and secure a contract for Wednesday morning to kick off the event.

### **Spring 2026**

The Board discussed accommodation at FivePine Lodge & Cabins for Spring 2026. They agreed to reduce the Friday room block to five rooms, noting that Thursday night would be easier to fill. They also suggested including limited room-block information in the registration email. Dustin said he would try to secure a thirty-day room release instead of the current forty-five-day requirement.

Niki and Michel are developing the session on molestation and abuse claims. Juan Benavidez is confirmed. Daedra will connect with her colleague, Liz Large, General Counsel for Portland Public Schools. Marie has not heard back from the State Economist but contacted another colleague who will propose topic ideas. The group agreed to try scheduling the State Economist for the Fall.

Dustin asked the group to send the Speaker Form to their presenters. The Board agreed to open registration with basic information rather than a full agenda. They discussed including a legal update with Sommer Tolleson, Reinsch Wilson, or Vickers Plass. Dustin will reach out to Sommer Tolleson, and Daedra to Vickers Plass.

The Board reviewed the catering menu and discussed offering breakfast, given the early start and location. The cost would be about \$21 per person. Dustin will confirm whether overnight guests receive complimentary breakfast.

#### **VI. 2026 WEBINARS AND OTHER TOPICS**

The Board discussed upcoming webinars, and Katie agreed to determine the cost of accessing archived recordings. She is also trying to identify webinars that meet the Contract Management and Volunteer Risk Management requirements.

Daedra asked Mohammad Ali whether he was interested in maintaining the website. He inquired about coverage under the Directors and Officers insurance policy as an independent contributor.

Katie asked whether the Board wanted to submit a proposal for the Chapter Service Award. They agreed to submit the Risk Management Certification, and Katie will prepare the application.

Niki noted that Paul Gerard left PRIMA and their latest meeting was cancelled, preventing her and Dustin from gathering information on other PRIMA chapter's fiscal management, website operations, and related processes.

#### **VII. BOARD MEETING LOCATION**

The Board discussed locations and agreed that the next meeting will be held at the Special Districts of Oregon office in Salem.

#### **VIII. ADJOURNMENT**

The meeting adjourned at 3:56 PM.