

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 02-14-25

Time: 1:00 PM

I. IN ATTENDANCE

Niki (President), Dustin (Vice President), Daedra (Treasurer), Kara (Secretary), Heather (Board Member), Chelsea (Board Member), Marie (Board Member), and Luke Chicquaye (Board Member) were present. Katie (Past President) was absent.

II. EMAIL CONVERSATIONS

The Board discussed how to manage email conversation. Niki requested board members email her about non-urgent discussion topics so they can be scheduled for discussion at a future meeting.

III. REVIEW OF MINUTES 12-20-24 AND 01-17-25 DAEDRA SECONDED

Dustin motioned to approve the minutes from 12-20-24 and 01-17-25. Daedra seconded and the motion passed unanimously.

IV. FINANCE DISCUSSION

Financial Reports: Daedra reviewed the Financial Reports for January and February, including deposits and expenditures. *Dustin motioned to approve the January and February Board Reports. Niki seconded and the vote passed unanimously.*

Fall Conference Comparisons: Daedra reviewed Fall Conference Comparisons. She commented that positive revenue for the 2024 Fall Conference is due to increased sponsorships. Dustin noted recent positive feedback from sponsors.

Financial Audit: Niki discussed audits with national PRIMA and found that Chapters are not doing them due to prohibitive cost. The cost is typically \$10k or more. On a related note, the Board discussed whether to hire a Certified Public Accountant (CPA). A majority supported the idea, and Daedra agreed to explore the cost to hire a CPA.

Sponsorship Update: Dustin discussed complimentary membership for sponsors. The Board agreed sponsors can have a complimentary membership with one primary contact and up to five additional people added as requested. Daedra agreed to update sponsorship documents.

V. PRIMA SHIRTS, PENS, AND NOTEBOOKS

Daedra reached out to two companies (Halo and Big Frog) about shirts for Board members. She listed the prices for various items. The Board expressed interest in a vest or quarter zip that can be worn throughout the year to events. Daedra agreed to prepare a proposal for a future meeting.

VI. SPEAKERS

2025 Spring Conference: Renee Stapleton (Oregon OSHA) is confirmed. Jacee Good can present on Distracted Driving, and her speaker fees are funded through September 2025. Niki proposed she present for the 2025 Spring Conference, and the Board agreed.

For the First Amendment Audits topic, Jennifer Serran agreed to speak for free, but was not available early in the morning. Daedra reached SBH Legal to fulfill the ADA topic. The Board decided to table the topic given recent news and possible changes on the horizon. The Board discussed inviting Katerina Wolfe from SBH Legal to present instead, in partnership with JTF Investigations. They also discussed inviting Ryan Johnson from Digistream back since so few attendees saw the presentation at the 2024 Fall Conference.

Daedra agreed to reach out to Ryan Johnson. Dustin agreed to send the Speaker Form to Jennifer Serran, and Niki agreed to send the Speaker Form to Renee Stapleton.

2025 Fall Conference Keynotes: Niki reported that Amy Larsen from the PRIMA Speakers Bureau is scheduled, and Tim Eggebraaten will cost \$5k plus reimbursement for travel expenses. The Board agreed they were not comfortable with paying more than \$5k in total. *Niki motioned to book Tim Eggebraaten if he would agree to \$5k total, plus hotel costs. Daedra seconded, and the motion passed unanimously.*

Niki did not hear back from Kasey McCallister, and Dustin agreed to reach out to him for 2026.

VII. SPRING CONFERENCE

Food: Daedra updated the Board on the food arrangements for the 2025 Spring Conference. The plates and glassware are included for free due to Oregon PRIMA's nonprofit status. However, the Board will need to bring table clothes and napkins. Food is planned for 50-70 people and buffet style. The Board agreed to Menu Option 1, but swap the salad in Menu Option 2, with nuts and dairy on the side. They agreed to do half brownies and half melon for dessert in the afternoon. For beverages, the Board wanted to know how coffee and beverage service is done. Daedra agreed to follow up with the catering company.

Risk Management Credits: The Board suggested Renee Stapleton's session qualify for Safety or Public Safety credits, and Jennifer Serran's for Tort Claims or Federal Law. They suggested Jacee Good's session qualify for Safety or Risk Management categories, and Ryan Johnson's session Claims Management or Workers Compensation.

Five Pines: Dustin did not reach out to Five Pines but agreed to ask them for updated costs and find out whether April 10th is still available. If April 10th is not available, he would inquire about April 17th. Fees were previously quoted at \$900 for the room rental, with a 20% Service Fee, and \$165 a night for rooms.

VIII. NATIONAL PRIMA

Niki asked who was going to the national PRIMA conference in Seattle. Niki, Katie, and Dustin planned to attend, and Daedra planned to if she received a PRIMA scholarship. Others were uncertain, it depended on the amount allocated and timing factors. Chelsea would not be able to attend.

The Board revisited the topic of reimbursements. After discussion, the Board supported continuation of the usual practice; that is, to pay expenses for the Board President to attend the national PRIMA conference and offer reimbursement for board members for a national or local chapter conference.

Dustin motioned for Oregon PRIMA to pay in full each year for the President to attend the national [PRIMA] conference, and to pay an equivalent amount of full conference attendance be allocated to each board member per year [to attend the Oregon PRIMA Fall Conference]. Chelsea seconded and the motion remained on the floor as discussion continued.

Dustin rescinded his motion on the floor to the following:

[Oregon PRIMA] to pay in full for the [Board] President or their designee to attend the national [PRIMA] conference, and every board member to have full coverage for the Fall Conference or that equivalent amount to attend the national [PRIMA] conference during the year. Chelsea seconded, and the motion passed with a unanimous vote.

IX. RMC PROJECT REVIEW

Niki asked for comments on the materials Katie sent out for the Risk Management Certification Program. Board members supported moving forward with the documents. Dustin suggested adding a Printed Name line on the Membership Application, and Kara suggested using StarChapter to collect applications in the future.

X. OTHER

Kara asked how much the Board wanted to charge for the 2025 Spring Conference. The Board advised her to do the same amount as last year. They confirmed she did not need to set up any coupon or voucher codes, etc.

The Board discussed the Golf Tournament for the 2025 Fall Conference, and how to structure sponsorship, etc. There was discussion about having costs fully included since public employees cannot accept gifts greater than \$50 in a calendar year from a single source.

XI. ADJOURNMENT

The meeting adjourned at 4:11 PM.