

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 03-11-24

Time: 10:00 AM

I. IN ATTENDANCE

Niki Fisher (President), Katie Durfee (Past President - Virtual), Dustin Karstetter (Vice President), Kara Kerpan (Secretary), Daedra Buntin (Treasurer), Bonnie Robbins (Board Member), Heather Pierson (Board Member) and Chelsea Starner (Board Member) were present.

II. INTRODUCTIONS AND WELCOME

Everyone introduced themselves and welcomed Heather and Chelsea as new members.

III. APPROVAL OF MINUTES

Daedra motioned to accept the meeting minutes for February [2024], Niki seconded, and the motion passed unanimously.

IV. TREASURER'S REPORT (JANUARY 2024 – MARCH 2024)

Daedra went over the Treasurer's Reports from January to March. She noted that Star Chapter will provide a refund for incorrect billing, though amount is unknown. OR-PRIMA received funds from Spring Conference registration. Providence still needs to pay their sponsorship of \$1,500.00. Funds will be moved to OnPoint once bills from Spring Conference are settled. The starting balance in March is \$41,796.22.

Dustin motioned to approve the Treasurer's Reports, Niki seconded, and the motion passed unanimously.

V. BYLAWS AND MEMBERSHIP VOTE

Dustin sent a list of suggestions for the bylaws via email. The Board discussed his suggestions, and decided to:

- Generalize the Board meeting schedule on page two.
- Generalize the government member description, add a sentence about the additional fee for more than five Affiliate Members, and change the term "Associate Representative" to "Additional Member(s)" for clarity on pages 3-4.
- Reference duties in a separate document so it can be updated more easily under section A on page 5.
- Clarify section C under Nominations and Elections for term extensions and clarity—Treasurer or Secretary get first right of refusal.
- Revise section E and N under Nominations & Elections to align with current practice.
- Alter language under section B on page 8 to allow the President the option to designate an alternate for future subcommittee meetings.

Niki agreed to make the changes as discussed. Kara agreed to update the Excel document with each Board Member's term.

Chelsea motioned to approve the bylaws as presented and discussed by the Board, Heather seconded, and the motion passed unanimously. Bonnie abstained from the vote.

VI. SPRING CONFERENCE

For the networking event, there is a two-dozen minimum for food items and a \$100.00 charge for the bar. The Board chose fruit skewers with strawberries, caprese, meatballs with white cheddar, and mushroom caps. It was decided that each attendee would get one drink ticket and choices would be limited to beer, wine, cider, or soda.

The Board agreed to the following: Bonnie will introduce Mariana Ruiz-Temple, Katie will introduce Dan Brown, Niki will introduce Josh Penner, Daedra will introduce Geoff Sinclair, and Dustin will introduce Tony Nelson and Cinnamon Albin. Katie and Heather will work on name badges and check-in list.

For Spring Conference 2025, Dustin agreed to look into the Crown Plaza, and Daedra the Holiday Inn.

VII. SPONSORSHIP

Daedra outlined a proposal for sponsorship, which included the following:

- Diamond Sponsors get two free attendees to Spring Conference, Platinum Level gets one free attendee to Spring Conference, and all other levels pay for attendees.
- Allow sponsors to do webinars at the discretion of the Board, and develop a standard disclaimer to read or display prior to sessions.
- The top 2-3 sponsorship tiers will have first right of refusal for exhibition space (when available), and other tiers may pay \$50.00 for a table (space permitting).
- Allow sponsors to serve on certain OR-PRIMA subcommittees if OR-PRIMA creates subcommittees, and if it makes sense to allow (example: planning a golf tournament).
- Promote sponsor content (video, ad) on LinkedIn and play for the audience at the conference. Top tier may have a ninety second time limit, and other tiers sixty seconds.
- Print tabletop tents or banners to acknowledge sponsors and display at conferences.
- Make continuing education credit available.

Daedra also shared a survey that was prepared to collect information from sponsors. Chelsea suggested she have respondents rank their choices to identify what is most valuable for sponsors.

VIII. MEETING SCHEDULE

The Board agreed to move the meeting schedule to the third Friday of the month starting in May.

IX. ADJOURNMENT

The Board did not have time to discuss the fall conference (topics, activities, and venue for 2026), Clear Risk webinar, annual planning schedule, external drive options, Star Chapter member caps and membership loose ends, or the Risk Management Certificate program.

The meeting adjourned at 12:06 PM. The next meeting will be held virtually on April 15th.