

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 03-13-26

Time: 10:11 AM

I. IN ATTENDANCE

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

II. MINUTES FEBRUARY 2026

Daedra moved to approve the minutes from February 13, 2026, with Vickers Plass spelled correctly; Niki seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports

Daedra noted a new format for Financial Reports. The Board was supportive of the change.

Daedra moved to approve the Board Reports for September 2025 through February 2026, Dustin seconded, and the motion passed unanimously.

Daedra reviewed the Financial Report for March, noting the February end balance of \$56,858.51. After accounting for revenues, expenses, and minor credit card fees, March closed with a balance of \$56,925.00.

Dustin moved to approve the March Financial Report, Marie seconded, and the motion passed unanimously.

Taxes

Dustin discussed moving a portion of funds to a nonprofit money market savings account. Daedra agreed to initiate the process. Dustin also confirmed that IRS Form 990 will be completed. Daedra replied that it will be completed in April but is not due until May.

Budget

Daedra discussed a budget document she prepared. Dustin proposed that the Board have a framework ready for next year's retreat. It was suggested to use artificial intelligence to review the last three years of revenue and expenditure to provide an average. Niki agreed to share Central Oregon Safety and Health Association's budget with Daedra.

RIMS

The Board discussed their willingness to host a joint event with RIMS.

Sponsorships

A suggestion was made to have a set date to ask for sponsorship, rather than reaching out throughout the year, so that pledges are made in time for the Spring Education Session. Dustin advocated for keeping it the same because of different budget calendars, and Niki agreed.

Daedra highlighted the Sponsorship Spreadsheet to help with tracking. Dustin asked the Board to help keep it up to date to avoid duplicative efforts. Dustin suggested capping sponsors at five complimentary memberships. Daedra noted that the Board could use vouchers in Star Chapter. Daedra created a new invoice to charge dues for those over the allotted member number.

Dustin noted that Luke and Heather will be taking over new membership and Luke is now the primary contact for membership. He added that he is going to set up automatic renewal in Star Chapter. Dustin is thinking of adding another category in Star chapter called "Affiliate Sponsor," so the Board knows who not to charge when they set up automatic renewal. He added that Oregon Public Entity Excess Pool (OPEEP) is now a member. Katie and Dustin will split with one of them under OPEEP and one under CIS.

The Board discussed how to approach SAIF, which is a state owned public corporation. They are currently an Affiliate Member. It was shared that Andy Rohner, Senior Safety Management Consultant with SAIF expressed interest in board service. Board members agreed to categorize SAIF as a public entity (large). Michiel pointed out that the board should see if there are others that should also be moved.

Dustin moved to convert SAIF from an Affiliate Member to a Large Public Entity Member. Niki seconded and the motion passed unanimously.

IV. FUTURE CONFERENCE LOCATIONS

Spring 2027

The Board reviewed potential venues for the 2027 Spring Conference. The Allison Inn and Evergreen Aviation Museum in Newberg were recommended, along with previously considered locations Oregon Gardens, Broadway Commons, and Keizer Event Center.

Michiel moved to host the 2027 Spring Education Session at Broadway Commons. Heather seconded and the motion passed unanimously.

Marie provided additional information on Broadway Commons, and the Grant Hyland Room. The Board agreed on April 9th as the date since League of Oregon Cities is April 1st -2nd.

Fall 2028

The Board discussed locations for the 2028 Fall Conference. Niki reported that she's still working on getting information for possible central Oregon locations.

V. CONFERENCE UPDATES

Spring 2026

Dustin moved to adjust late registration from three weeks to two weeks prior to the event. Daedra seconded, and the motion passed unanimously.

The Board decided not to offer breakfast but would include an afternoon snack.

Dustin moved to offer the Buddha Bowl for lunch, with a variety of cookies, coffee all day, and iced tea and lemonade at lunchtime; Daedra seconded, and the motion passed unanimously.

Dustin moved to budget up to \$150 for speaker gifts from Sisters Coffee Company for six speakers. Niki seconded and the motion passed unanimously.

Dustin agreed to get name badges and tickets to Heather so she could prepare in advance. The Board discussed offering two door prizes after sessions end. Daedra agreed to get door prizes.

Dustin moved to amend the previous motion to allow an additional \$20 for door prizes, Niki seconded the motion, and the motion passed unanimously.

The Board discussed evaluation forms and decided to exclude questions regarding locations for Spring Education Session.

The following moderators were selected: Michiel for Leveraging Artificial Intelligence in Emergency Operations, Niki for Understanding SAM Claims, Marie for I Used to Price Mortality, Now I Price Chaos, and Daedra for Legal Lightning Round: Protecting Your Organization From Every Angle.

National PRIMA 2026

Daedra motioned to reimburse up to \$2000 for Board President and \$800 for Board Members attending the national PRIMA conference; Marie seconded and the motion passed unanimously.

Fall 2026

The Board reviewed the contract with Kacey McCallister. They agreed to have him speak on Wednesday afternoon for 60-75 minutes, and allow up to ten signed books, and space to sell books and bracelets. One of the books will be a raffle prize.

Daedra moved to schedule Kacey McCallister for Wednesday afternoon, with Sarah Curtis offering keynotes on Thursday and Friday, Dustin seconded and the motion passed unanimously.

The Board considered themes, events, and activities. Theme suggestions included Halloween, Oregon Movies, or Coastal. The Board supported the Oregon Movie Theme and agreed to come up with activity ideas.

VI. WEBSITE MANAGEMENT

The Board discussed Mohamad Ali from Clean Water Services handling website management on a temporary basis. Daedra shared that Mohamad may help with the website in the future and is still working through what that would look like. She raised questions about insurance coverage and whether he would need to be formally included.

Dustin agreed to reach out to National to obtain a copy of the policy and clarify how coverage would apply, including options for adding Mohamad if needed. Dustin also agreed to connect with other PRIMA chapters to see how they manage website management and whether they use outside help.

The group considered adding positions to the Board, as there are individuals interested in joining but no current openings. It was noted that any expansion of the Board should be based on a clear need, rather than adding positions solely to accommodate specific individuals. At this time, the decision was made to leave the bylaws unchanged.

VII. 2026 WEBINARS

Dustin stated he was waiting for a response from Katie, then he planned to reach out to Clear Risk to schedule webinars. He hoped to plan a webinar in July or November/December.

VIII. 2026 BOARD MEETING LOCATIONS

The Board discussed upcoming meetings in May and June. Special Districts Association of Oregon and CIS remain options.

IX. ADJOURNMENT

The meeting adjourned at 1:18 PM.