

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 03-21-25

Time: 10:00 AM

I. IN ATTENDANCE

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

II. MINUTES 02-14-25 AND 02-24-25

Kara motioned to adopt the minutes from 02-14-25 and 02-24-25. Niki seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports: Daedra reviewed the Finance Report with the Board including revenue and expenditure. *Daedra motioned to approve the March Finance Report, Heather seconded, and the motion passed unanimously.*

Sponsorship Update: The Board reviewed the Sponsorship Spreadsheet and assigned outreach responsibilities. They also discussed using the invoice date as the renewal date since sponsorship isn't on a typical calendar year schedule. Daedra raised the idea of using a software program called Aplos for sponsorship tracking and renewal. The group considered the idea and whether Star Chapter had similar capabilities. In the interest of time, they agreed to table discussion for a future meeting.

IV. OREGON PRIMA GEAR

The Board reviewed photos of various apparel items. A majority expressed interest in a vest or lightweight quarter zip and supported ordering samples from Halo. They agreed to explore whether corporate pricing was available via CIS or SDAO. They also reviewed "swag" options for conference attendees. A majority liked the notebook option. *Dustin motioned to spend up to \$400 on notebooks, Luke seconded, and the motion passed unanimously.*

V. SPRING CONFERENCE

The Board agreed to the following moderation assignments; From Stress to Success (Daedra), First Amendment Auditors (Dustin), OSHA Update (Marie), and Advanced Investigations (Heather).

Kara agreed to add the following Risk Management Certification credits to the 2025 Spring Education Session Agenda; Public Safety/Safety to the OSHA Update, Federal Law/Tort Claims to First Amendment Auditors, and Claims Management or Workers Compensation to Advanced Investigations.

Dustin agreed to draft the evaluation form in paper format. Katie agreed to get the usual door prizes and speaker gifts.

Dustin noted that he has a soft hold for April 10, 2026, at Five Pines Resort in Sisters, Oregon for the 2026 Spring Education Session. The cost is still \$900, with a minimum of \$2,200 for catering. The venue will comfortably fit 60-75 people and allows for a small block for room reservations on Thursday. However, they have attrition rates and require 75% booking. *Niki motioned to move forward with Five Pines for the 2026 Spring Education Session, and to reserve a room block for Thursday. Daedra seconded, and the motion passed unanimously.*

The Board discussed logistics for the 2025 Spring Education Session and Apple Airplay. They discussed getting a copy of presentations and queuing up for presenters in advance. Heather agreed to print name badges and the registration list. Katie agreed to bring brochures for the Risk Management Certification Program. The venue opens at 8 AM for set up.

VI. 2025 FALL CONFERENCE

The Board considered topics and speakers for the 2025 Fall Conference. Ideas included; Pre-Approved Version of Struggle Well, Ansbro Safety Culture, Sharon Harris, State of Oregon's Contract Risk Assessment Tool, Injured Worker Return to Work, Oregon OSHA Topic, Paid Leave Oregon Update, PTSD/Presumption, Workers Compensation Case Law/Legal Update or Trends, Human Factors, Cyber – Risks and Insurance, Fleet Telematics, Management or Trends, or Workplace Violence.

There was interest in the first four options. Niki agreed to follow up on Struggle Well and Ansbro Safety Culture. Daedra agreed to explore options for a panel on workplace violence. The group considered a Contract Risk Assessment session on Friday morning.

The Board expressed interest in a western theme. They also agreed to offer dueling pianos for an extra hour (barring any issues with the facility) from 7 to 10 PM. Niki agreed to reach out to the dueling piano company to check availability.

Dustin reported that he is ready to move forward with the golf tournament contract. He noted there is an assumed 10 percent non-refundable deposit for up to 60 golfers. There was also discussion about whether to hold an event on Wednesday night.

VII. SCHEDULING

The Board discussed whether to continue meeting on Fridays. Niki agreed to send out a poll to determine the best alternate day. Luke confirmed that he can attend the national PRIMA conference in Seattle.

VIII. ADJOURNMENT

The meeting adjourned at 1:07 PM.