

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 03-21-25

Time: 11:00 AM

I. IN ATTENDANCE

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

II. SPRING EDUCATION SESSION

The Board determined attire and arrival time. They planned to put conversation starters on the table.

Dustin motioned to allot up to \$500 for spring education session breakfast with napkins. Chelsea seconded the motion, and the motion passed unanimously.

Niki said she would do the following:

- Check with Heather on name tags and attendee list.
- Check with Katie regarding speaker gifts.
- Email Daedra a list of best practices for speakers.

The Board did not recall providing a door prize.

Daedra agreed to follow up with the speakers on their arrival and session time, and best practices. Daedra also agreed to create a PowerPoint to thank sponsors.

Dustin made a motion to approve payment of \$325 deposit for the fall golf event. Chelsea seconded, and the motion passed unanimously.

The Board agreed that thank you cards will be written and mailed after the Spring Education Session.