

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 04-15-24

Time: 11:30 AM

I. IN ATTENDANCE

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

II. APPROVAL OF MINUTES

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

III. TREASURER'S REPORT (MARCH 2024)

Daedra went over the Treasurer's Report as of March 31st, including revenue, expenses, and expected billing from Oregon Gardens for Spring Conference 2024. Dustin asked for the event total so he can relay it to RIMS, and they can remit their ten percent contribution.

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

IV. SPRING CONFERENCE

The Board reviewed the eighteen survey responses they received following the Spring 2024 Conference. Overall, everyone thought it went well, and fifty-nine out of sixty-nine registered attendees checked in.

For Spring Conference 2025, the Board reviewed the Crowne Plaza proposal. Daedra reported issues connecting with staff for the Best Western in Wilsonville. Dustin offered to do a side-by-side cost comparison between Crowne Plaza and Oregon Gardens.

The Board also discussed Langdon Farms in Wilsonville as an option. However, a decision is needed by the next meeting. Daedra agreed to contact Langdon Farms. Dustin noted he gathered information from Five Pines for 2026.

V. SPONSORSHIP

Daedra said she hopes to finalize the sponsorship survey before the end of the week. She noted that Marsh already pledged their support.

VI. FALL CONFERENCE

The Board discussed options for Fall Conference 2026. Most of the options previously discussed are unavailable except for Salishan, which Daedra is looking into. Heather suggested Agate Beach in Newport, and Kara agreed to reach out for a proposal for 100-120 people. Dustin agreed to send the group a copy of the verbiage he uses when soliciting proposals.

The group discussed activities for Fall Conference 2025. Niki suggested dueling piano performers, whose rate is all-inclusive for \$4,500 plus one night's stay. The sternwheeler is \$5,370 for two hours, 2 hours of cruising and thirty minutes of boarding. The Board wanted to confirm whether it is climate controlled and launch point. The Board also discussed a train ride, rail bikes, or wineries. Kara agreed to find out about timing and seating arrangements for the train.

The Board discussed whether to have a theme, but did not make a final decision. Katie suggested "Sailing to New Heights."

The Board discussed presentation topics, many stemming from the needs of those enrolled in the Risk Management Certification program. Katie and Niki agreed to look into a panel discussion on claims. Daedra agreed to check with their procurement department on contracting. She noted that a sponsor may be willing to provide a legal update. The Board talked about offering webinars from national PRIMA to OR-PRIMA members. Dustin agreed to talk with Laurie (PRIMA President) about it.

VII. EXTERNAL DRIVE/DOCUMENT STORAGE

Kara discussed digital storage options, and agreed to resend the memo along with the differences between tiers. Daedra and Chelsea supported using Microsoft 365.

VIII. RISK MANAGEMENT CERTIFICATION

Katie reported that the event went well, but she hoped for more attendees. She noted that some enrollees have difficulty finding certain courses. Katie asked for help with mentorship, and reviewing expectations. Dustin suggested it might be a good board retreat topic. He and Chelsea agreed to help.

IX. ADJOURNMENT

The meeting adjourned at 1:40 PM.