

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 04-17-25

Time: 10:00 AM

I. IN ATTENDANCE

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

II. MINUTES 03-21-25 AND 04-04-25

Kara motioned to adopt the minutes from March 21, 2025, and April 4, 2025. Niki seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports: Daedra reviewed the Treasurer Report for the April 2025 Meeting. She covered revenue and expenses and noted upcoming bills. The ending balance was \$62,327.64. Dustin asked Daedra to include balances owed as well to help track.

Niki motioned to approve the Oregon PRIMA Report as of April 2025. Heather seconded, and the motion passed unanimously.

File Management: Daedra bought an external hard drive to back up some of the organization's most important records. Kara said she was still working through file transfer. The group advocated for fewer duplicate files, and intuitive set up.

Sponsorship Update: Daedra reported that sponsorship is going well so far.

Taxes: Daedra noted that taxes are due on May 15th, and she will file before then.

IV. SPRING EDUCATION SESSION

Spring Profit Loss Review: The Spring Education Session cost approximately \$4,700 and raised approximately \$3,000. Daedra noted that Spring Conference often breaks even or loses a little money.

Review Feedback: The Board reviewed the surveys. They discussed what went well and what could be improved. The speakers were excellent, and so was the view. Catering comments were mostly positive despite forgetting utensils. There were problems with the audio visual set up, and OR-PRIMA was misinformed by the venue as an HDMI cable was not option as discussed. Additionally, the screens were too small and not linked, chairs uncomfortable, and the site had some significant accessibility issues. The venue isn't set up well for conferences. They were inflexible about set up time, so the Board couldn't get into the venue early enough before attendees started arriving. Moving forward, the Board

suggested assessing the audio visual the day prior, printing more agendas, preparing an agenda with assignments and key contacts, creating a checklist for future venues, and requiring more set up time.

V. FALL CONFERENCE

Session Topics and Speakers: Niki went over the draft agenda for the 2025 Fall Conference. She confirmed that SAIF will do an Ansbro Safety Culture presentation. Alliant had a few presentations they could give, and the Board settled on Workforce Crisis in Public Entity and Natural Catastrophe Property Loss. Dustin agreed to follow up and find out the length of the sessions, and more detailed summaries. The Board also considered having Katie present on crisis communication, she preferred to be scheduled before lunch. The group wasn't sure about offering concurrent sessions on Friday. Instead, they considered a standalone contract training with the State of Oregon and/or a CIS-inspired popcorn style session.

Conference Theme: The Board decided on a western theme.

Activities and Events: The group considered many options but agreed to offer a few opportunities for Wednesday night. The Board could publicize those options, and offer reduced rates for poker, ghost tour or game room.

Golf Event: Dustin noted the contract is signed and deposit paid. Once sponsorship is complete, he will coordinate a call with those at the higher tiers. He reminded everyone that we will be charging a small fee to offset the cost.

VI. PRIMA GEAR – HALO ORDER SAMPLES

Daedra presented a few additional apparel options from Halo. She had to leave, but the Board continued discussions. At the March 21, 2025, meeting, the majority expressed interest in a vest or lightweight quarter zip and supported ordering samples. Chelsea advocated for short sleeved options, too. Niki agreed to connect with Daedra.

Katie had to leave the meeting but requested a motion to approve expenditure for a few small items following the Spring Education Session.

Niki motioned to approve up to \$50 for tags, Velcro strips and name tags. Dustin seconded, and the motion passed unanimously.

The Board discussed ordering a standard sized tablecloth with the Oregon PRIMA logo. This may be a better option given prior signage issues.

VII. WEBSITE UPDATE

Niki mentioned the idea of updating the website since some tabs are mislabeled or confusing. Chelsea is experienced in websites, and they agreed to touch base. Dustin suggested Oregon PRIMA consider working with a professional on an update. Kara suggested having few, more updated pages. She offered to serve on a sub-committee if we wanted to tackle it.

VIII. NATIONAL PRIMA CONFERENCE

Niki confirmed that she, Katie, Dustin would be going to the national PRIMA conference. Luke was still waiting to find out if he could attend.

IX. MEETING TIMES

Niki reviewed responses from the Board and determined that the fourth Tuesday would work. She planned to follow up and find out which period works best for the fourth Tuesdays of the month.

X. AMBASSADOR PROGRAM

Dustin explained that PRIMA is pairing first time conference attendees with seasoned risk management professionals. He thought that Oregon PRIMA could do something similar, and connect with universities to promote the Oregon PRIMA scholarship, the field of risk management, etc.

**Following the meeting, PRIMA decided not to move forward with the Ambassador Program.*

XI. SUMMER NETWORKING

Dustin mentioned that the Timbers reached out about group events, which could be an option for Oregon PRIMA in the future.

XII. ADJOURNMENT

The meeting adjourned at 1:00 PM.