

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 05-08-26

Time: 10:18 AM

I. IN ATTENDANCE

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

II. MINUTES MARCH 2026

Niki moved to approve the March 13, 2026 minutes. Michiel seconded, and the motion passed unanimously.

III. FINANCE

Financial Report

Daedra reviewed the March Financial Report, which showed an ending balance of \$57,304.70. Expenses included payment to Five Pine Resort, the domain fee, credit card processing fees, and stamps. Revenue came from registrations and membership payments.

Daedra reviewed the April Financial Report, which showed an ending balance of \$83,708.47. The money market account earned \$151.80 in interest. Revenue included past-due sponsorship payments and membership dues. Expenses included \$1,700 for the 2026 Spring Conference, as well as board lunches, processing fees, door prizes, speaker gifts, a hotel room, badges, and Star Chapter fees.

Marie moved to approve the March (Revised) and April Financial Reports, Niki seconded, and the motion passed unanimously.

Sponsorships

The Board received \$29,500 in sponsorship pledges and agreed to identify sponsors who had not yet been asked. Some sponsors were removed from the Sponsorship Summary document due to lack of contact.

Membership Dues

The Board decided to keep membership dues unchanged and planned to communicate that decision to members. Dustin reminded members to ensure their rosters are current, as invoices will be based on organizations with more than five members listed.

IV. FUTURE CONFERENCE LOCATIONS

Fall 2028

Niki provided an update on locations for the Fall 2028 Conference. Riverhouse agreed to waive room rental costs if food and beverage minimums are met. The venue was available October 10th–13th, but those dates conflict with the League of Oregon Cities conference.

Dustin moved to hold the Fall 2028 Conference in Sunriver. Michiel seconded, and the motion passed unanimously.

The Board agreed to secure a contract for October 25th–27th and acknowledged the 10 percent attrition rate.

Spring 2028

The Board discussed returning to Five Pine Resort for the Spring 2028 Conference, and Dustin agreed to check April 2028 availability.

V. CONFERENCE UPDATES 2026

National PRIMA 2026

Dustin planned to attend the National PRIMA 2026 Conference.

Fall 2026

Jeff Sinclair of Brown & Brown asked to host an event, a beach bonfire, or an event in the Cove Room. The Board agreed it should be scheduled after the final session concludes.

Dustin noted that Sarah Curtis is confirmed for Thursday and Friday mornings, and Kacey McCallister is scheduled for Wednesday afternoon. The Board agreed to use any items from McCallister as raffle or door prizes. They also agreed he could have a booth to sell items, but they would not purchase additional items. A check will be available on the day of the event.

Dustin reviewed the list of Wednesday speakers. The Board filled three keynote slots and two additional sessions on SAM-related topics. The SAM session will be held in the afternoon and end at 3:15 PM. Katie agreed to work on an ADA/parks session.

For activities, the Board considered a boat tour associated with the aquarium. The cost is \$2,500 and the tour can accommodate up to sixty people. The Board also planned to offer an alternate option for attendees who may not want to participate in the boat tour. They discussed linking sponsors to events and coordinating those opportunities with the Thursday night event.

Additional session ideas included critical building systems, wildfire risk, water intrusion, volunteer risk, workers' compensation, and auto claims involving uninsured motorists. Michiel agreed to contact Safety National.

For Thursday, the Board considered two breakout sessions and McKenzie Nix for the final session. Katie proposed an evening event at the aquarium with dinner and agreed to gather cost information and bring it back to the Board in June.

Friday will include three sessions with the full group.

VI. 2026 WEBINARS

Dustin provided an update on the July webinar with Clear Risk. The topic was expanded, and he noted that details are available in Teams.

VII. BOARD VACANCIES

Dustin asked the Board to notify him of any openings. The Board also discussed updating the bylaws, which currently do not address term limits that would allow others to participate.

VIII. 2026 BOARD MEETING LOCATIONS

The Board discussed holding the May meeting at the Special Districts Association of Oregon. Niki left at 1:15 PM.

IX. ADJOURNMENT

The meeting adjourned at 1:24 PM.