

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 05-17-24

Time: 11:00 AM

I. IN ATTENDANCE

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

II. APPROVAL OF MINUTES

Niki motioned to approve the April 2024 minutes, Daedra seconded, and the motion passed unanimously.

III. TREASURER'S REPORT (APRIL 2024)

Daedra provided a Treasurer's Report, noting that the 2023 taxes were filed, and outgoing expenses included those for Spring Conference 2024 at Oregon Gardens. She explained that she is working to switch OR-PRIMA to OnPoint Credit Union (per direction at an earlier meeting). She thanked the Board of Directors for the following motion that occurred over email on 05/07/24:

[Daedra motioned that the Oregon Chapter PRIMA board, through its banking relationship with OnPoint Community Credit Union, obtain a new loan (via credit cards) for a total amount of \$3,500 for the following board members, with the following limits; President, Niki Fisher, with a limit of \$1000, Vice President, Dustin Karstetter, with a limit of \$500, and Treasurer, Daedra Buntin, with a limit of \$2000. Niki seconded, and the motion passed unanimously.]

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

IV. OLD BUSINESS

Name Tags: The Board agreed to order name tags (in the same style as previous) for Niki, Dustin, Kara, and Daedra. *Dustin motioned for the Board to order name tags with names, and current title. Niki seconded, and the motion passed unanimously. Katie motioned for approval to spend up to \$47.50 for name tags, Chelsea seconded and modified the motion for up to \$50.00, and the motion passed.* The Board later agreed that Katie will order the name tags, and Daedra will pay the invoice, so she does not need to wait for reimbursement.

Data Storage: *Dustin motioned to move forward with Microsoft 365 Basic plan, Niki seconded, and the motion passed unanimously.* The Board agreed that Kara would lead that effort.

Spring Evaluation Results: The Board reviewed the survey results following the 2024 Spring Conference. Overall, the event rated well aside from food which was average. The networking event was not well attended, and attendees supported looking into a new location.

2025 Spring Conference Venue: The Board discussed holding the 2025 Spring Conference at either Langdon Farms, Youngberg, or Crowne Plaza. The Board agreed to eliminate Oregon Gardens and Langdon Farms due to cost. *Dustin motioned to move forward with Youngberg as long as April 11th is available, and the Board agreed unanimously.* Dustin also agreed to get a basic quote before June for Five Pines in 2026.

PRIMA Central Webinars: Dustin shared that the Board could purchase webinars from PRIMA for \$125 each for members seeking their Risk Management Certification. PRIMA offered a ten percent discount if purchasing three or more.

The Board agreed that it would be helpful to offer those on contracts, financial risk, and property/liability insurance. Niki suggested outlining the courses for 2024 Fall Conference, then filling any gaps with webinars. The Board agreed to look into courses that may be relevant through the Oregon Department of Administrative Services and the Workday platform.

Bylaws: The Board discussed current status of the amended bylaws. Once they are ready, Daedra said she knows how to send to voting members. Dustin agreed to clean up the lists in Star Chapter first.

V. NEW BUSINESS

Sponsorship: Daedra sent out a sponsorship survey for all contacts from the prior year. She received fourteen responses, and reviewed the survey results. The first quarter of the year is the best time to ask for sponsorships. Dustin agreed to prepare documentation on sponsorships, and send it out the following week.

2024 Fall Conference: Niki met with Hoan Do and he asked for ideas on the call to action. She thought it could be to become a member of PRIMA, and identify someone in the audience that you want to connect with.

Activities: Kara confirmed the train ride option would not work. Niki agreed to look into the sternwheeler.

2026 Venue (Agate Beach, Salishan, Florence Convention Center): Kara reached out to Agate Beach for initial information.

Logo Stamp: *Niki motioned to purchase a stamp with the OR-PRIMA logo on it, up to \$50, Chelsea seconded, and the motion passed unanimously.*

VI. ADJOURNMENT

The meeting adjourned at 1:20 PM.