

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 05-27-25

Time: 10:00 AM (Called to Order at 10:20 AM)

I. IN ATTENDANCE

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

II. MINUTES 04-17-25

Dustin clarified that, although it was previously mentioned the ambassador program would be part of the National Conference, it has since been confirmed that it will not be taking place. It was noted that, for clarification, the minutes should include an asterisk and a brief note indicating that the item will not be taking place. Dustin also wanted to be clear that his suggestion to hire a professional for the website update was not due to a lack of trust in Chelsea's abilities but was based on potential workload or cost considerations.

Niki motioned to adopt the minutes from April 17, 2025, with the clarification of the Ambassador Program. Daedra seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports: Daedra stated that she was unable to get the financial report done in time for the meeting. She stated that we started in the month of April with \$62,327.64 and ended with \$68,614.02.

Sponsorship Update: Daedra reported that pledges are at \$38,000 and \$27,500 has been received.

Taxes: Daedra confirmed that the taxes were filed before the deadline and acknowledged receipt by the IRS.

IV. NATIONAL PRIMA REIMBURSEMENT

Dustin made a motion that, starting this year, the President will receive full reimbursement for conference costs, and additional board members will receive \$800 each towards their conference attendance. Heather seconded. Katie suggested that a set dollar amount allocated towards the costs would be better for budgeting purposes. No vote was taken.

Niki made a motion to annually evaluate reimbursement for the president to attend National Prima and what the corresponding reimbursement should be. Chelsea seconded, and the motion passed unanimously.

Daedra moved that reimbursement costs for the 2025 PRIMA conference be approved not to exceed \$2,000 for the President and \$800 per Board member attendee. Niki seconded the motion. The motion passed unanimously.

V. FALL CONFERENCE

2027 Fall Conference: Dustin noted that the plan is to return to Hood River for the Fall 2027 Conference and we need to decide between two date options: October 13–15 (same rate as last year) or September 29–October 1 (hotel rate \$30 higher per night). There is no conflict with League of Oregon Cities on either weekend.

Dustin made a motion to sign the Best Western Hood River Contract for the 2027 Fall conference for the dates of October 13-15. Luke seconded, and the motion passed unanimously.

Session Topics and Speakers: Members reviewed the draft agenda for the 2025 Fall Conference and worked on adding speakers to time slots. Members discussed the need to manage sponsor expectations regarding speaking opportunities at conferences. It was agreed that financial contributions should not guarantee presentation slots and that content should be selected based on relevance and member interest, not sponsorship status. Concerns were raised about repetitive presentations and the need for variety in speakers and topics and that all presentation proposals should be submitted in advance and evaluated equally. Katie noted that Sarah Singer Wilson had previously offered to lead a goal-setting session and stated she would follow up with her to confirm her availability to present at the fall conference. There was a consensus of the board to keep all attendees together on Friday and to tentatively schedule Sarah Singer Wilson in that spot to maximize audience.

Niki is confirming that Ann and Scott from Alliant will be presenting on the topic, “Workforce Crisis in Public Entities.” Dustin plans to check with the venue and request a contract adjustment to shift the breakout room availability from Friday to Wednesday.

“Popcorn Sessions” were proposed for the last session before the banquet for the first 60 minutes, and then have the group come back together for a 30-minute group wrap up. It was decided that “Popcorn s\Session” presenters will not receive comped registration or lodging.

Katie will reach out to Sharon Harris about presenting at the conference on an HR related topic. Katie confirmed that she will be presenting on Emergency Communications and that she prefers a morning slot. Daedra is going to reach out to Kat and get clarity on her presentation. Katie stated that she is going to check and see what might still be needed for certifications.

Food, Drinks, and Entertainment: Niki mentioned that we are locked in with Noteworthy for entertainment and Dustin added that there are no issues with entertainment going until 10:00 p.m. Katie mentioned that music bingo might be fun to play one of the nights. The committee decided to leave the Wednesday evening schedule open for sponsors to organize their own events.

Golf Event: Dustin stated that he has no updates but noted he would like to have an informational group meeting with sponsors of the event to discuss coordination.

Scholarship Program: The board discussed expanding the scholarship program to include students through university partnerships and that some outreach to schools is already underway. Due to capacity constraints, it was suggested to form a dedicated committee in the future, with an agreement to revisit full program development after the fall conference.

Chelsea moved that for the Fall 2025 conference, we offer two conference registration scholarships, one for a student if there are any applicants, and one for a first-time attendee; if no students apply, both scholarships will go to first-time attendees. Daedra seconded, and the motion passed unanimously.

There was a brief discussion about whether we should try scheduling events in southern Oregon. It was noted that there aren't many members or suitable venues in the area. Small events or networking could help gauge interest and attendance.

Wanted Posters, Backdrop, Jail: The board discussed Western-themed ideas for the upcoming conference, including using "Wanted" poster backdrops and props. A group photo will be taken at the next in-person meeting, with everyone dressed in Western attire and bringing props. The photos will be used for marketing and posted on LinkedIn. Katie will bring a camera and extra items; Niki will add the photo shoot to the next agenda.

VI. SPRING CONFERENCE LOCATION – 2 YEARS OUT

The board discussed future Spring Conference locations, with Oregon Garden suggested as an option for 2027. While there was universal support for keeping the Spring Conference, Dustin proposed exploring smaller, regional networking events to better reach members across the state.

The group agreed that any changes should be based on member feedback gathered via the Fall Conference survey. For now, the Spring Conference will remain as planned through 2026 (already booked at Five Pines), with broader networking ideas to be revisited at the goal retreat, along with budget considerations.

VII. WEBPAGE UPDATE

Niki stated that she, Chelsea, and Kara met to review the web page. She noted that users will see a few changes, primarily focused on removing duplicate content and cleaning up navigation to make it clearer where to find information.

Katie moved to approve \$50.00 to purchase additional name tags for our two newest members, Velcro adhesive tags for our banners, and sponsor ribbons for the Fall Conference. Luke seconded, and the motion passed unanimously.

Katie requested volunteers to serve as mentors for participants in the Risk Management Certification Program. Luke, Chelsea, and Dustin volunteered to assist.

VIII. PRIMA APPAREL

Niki asked about getting apparel samples for the next meeting. Daedra Buntin said they need to decide on items, colors, and sizes first. The discussion focused on polos, outerwear, and vests.

Dustin shared a potential idea to host a networking or educational event at Providence Park in Portland, using discounted space and collaboration with Alliant Insurance for a risk management presentation. Daedra Buntin encouraged Dustin to explore costs and logistics and report back to the board.

IX. ADJOURNMENT

The meeting adjourned at 1:00 PM.