MEETING MINUTES

OR-PRIMA CHAPTER

Date:	06-12-26
Time:	10:05 AM

I. IN ATTENDANCE

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

II. MINUTES MAY 2026

Katie moved to approve the May 8, 2026 minutes. Daedra seconded, and the motion passed unanimously.

III. FINANCE

Financial Report
Daedra reviewed the May Financial Report, which showed an ending balance of $85,378.31.

Michiel moved to approve the May Financial Reports. Niki seconded, and the motion passed unanimously.

Sponsorships
The Board discussed sponsorships and noted that $36,000 has been confirmed to date. Niki shared that PACE and SDAO would like to see greater member involvement in Oregon PRIMA and suggested offering scholarships rather than sponsorships.

The Board also discussed allowing sponsors to use their complimentary registrations for members and considered creating voucher codes or a higher sponsorship tier that would include additional free registrations for future fall conferences. Daedra agreed to explore voucher options with Star Chapter. The Board considered the possibility of adding a new tier next year after reviewing the costs associated with full utilization, which would require updates to sponsorship materials. In the meantime, PACE and SDAO could display OR-PRIMA materials at their booths. Niki agreed to inform PACE that the Board is open to exploring these options in the future.

IV. FUTURE CONFERENCE LOCATIONS

Fall 2028

The Board reviewed the Sunriver contract for Fall 2028. Discussion included updating OR-PRIMA's Eugene address, room mix, attrition, room night and revenue requirements, check-in time for homes and condominiums, and reducing the reservation cutoff from 30 to 21 days. The Board also noted the need to release the agenda earlier, at least with session titles, and to send speaker bio forms promptly. An AV estimate from Pinnacle, including a 20 percent discount, was still projected to exceed $21,000. Niki agreed to ask SDAO whether better rates may be available. Because Riverhouse was unavailable and the Board was open to other locations, the matter was tabled for further consideration. Dustin will explore Ashland as a possible alternative, and Niki will follow up with Sunriver.

Spring 2028
The Board discussed Five Pine Lodge as the proposed location for the Spring 2028 conference and identified April 14th, 2028, as the preferred date. The Board supported returning to the venue, and Dustin will move forward with a formal proposal.

V. CONFERENCE UPDATES 2026

Fall 2026
Dustin reported that he had connected with Sarah Curtis. Speaker Biography forms will be sent to Sarah Curtis and Kacey McCallister.

The Board discussed Wednesday event options, including a weather-dependent Marine Discovery Tour at a cost of $2,500. The tour would accommodate up to fifty participants beyond the bay or up to seventy-five participants in the bay and upriver, and basic catering could be provided. Michiel noted that Jeff Sinclair indicated a willingness to sponsor an event activity.

For the signature event, Katie reported that the aquarium could open at 6:00 PM exclusively for conference attendees and accommodate up to 250 guests. The facility would include access to most exhibits, space for appetizers and dinner, and a rental cost of $3,000, with buffet pricing estimated at $40 per person plus a 22 percent service fee. The Board noted that the hotel food and beverage minimum could still be met at the conference venue without dinner and discussed enhancements such as background music and a photo booth.

Kara moved to approve a $750 deposit for use of the aquarium on the second. Luke seconded, and the motion passed unanimously.

The Board reviewed the conference schedule. Wednesday's schedule is set. For Thursday, Dustin will contact Scott McNea, Heather will work with Jennifer King, and Daedra will coordinate with Mohammad Ali. Niki will follow up with Lorin Williams regarding the Volunteer Risk session, and McKenzie Nix for SAM/PAM. Two session slots remain open on Thursday and Friday.

Katie proposed Helena Kesch of Oregon State Parks to present on accessible facilities and park access, and she agreed to serve as lead for that session. The Board also discussed a potential Lexipol-sponsored session related to law enforcement, claims, or first responders, and Dustin agreed to follow up. Additional session ideas included mental health, recreational immunity with Tamara Spencer of SDAO, and third-party litigation involving uninsured motorists. Michiel and Dustin agreed to lead outreach on the third-party litigation session with Genesis, and Travelers. Board members were asked to send out Speaker Biography forms as soon as a speaker is confirmed.

Katie reported that a save-the-date notice had been distributed on LinkedIn and would be resent. Kara agreed to send a notice on the website, with information on the risk management award and scholarship submissions.

The Board discussed promoting the sponsorship and achievement award announcements more broadly, with interest in encouraging student applications and building stronger connections with universities. Three scholarships will be offered.

VI. 2026 WEBINARS

Dustin provided an update on the Clear Risk webinar, noting that the topics had been combined and the webinar is scheduled for July 23rd. He agreed to send information to Katie and Kara for distribution. Katie reported that there was no update for PRIMA webinars due to staffing. Further discussion was deferred to the next meeting.

VII. RISK MANAGEMENT CERTIFICATION

Some credit information on the Risk Management Certification brochure was incorrect, and Katie agreed to revise.

VIII. OSSOA MEMORANDUM OF UNDERSTANDING/RIMS JOINT EVENTS

The Board discussed updates to the OSSOA Memorandum of Understanding (MOU), including complimentary registration for the spring and fall conferences and revisions to ensure the agreement is mutually beneficial. Dustin and Niki agreed to work on the proposed updates.

The Board also noted that the MOU allows an attendee for the OSSOA conference in July. Dustin may attend, Daedra would attend only with full funding, and Michiel is already registered. The Board agreed that Michiel would use the complimentary registration if he could not attend.

The Board also discussed exploring joint events with RIMS, with December or January identified as the preferred timeframe to avoid conflict with the conference schedule. Under the concept, RIMS would host the event and OR-PRIMA would reimburse costs based on PRIMA attendance.

IX. BOARD VACANCIES

The Board discussed advertising an upcoming board vacancy. The Board agreed an announcement will be included in the save-the-date notice. The deadline for applications or nominations will be confirmed based on the bylaws.

Dustin and Kara agreed to follow up with Agate Beach regarding any audio visual needs and the paint event, and Daedra agreed to explore an alternative event for those who don't want to go on a boat.

X. ADJOURNMENT

The meeting adjourned at 1:26 PM. The next meeting will be held virtually on July 13th from 10:00 AM to 1:00 PM.