

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 06-20-24

Time: 11:11 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 in person or virtually.

II. APPROVAL OF MINUTES – MAY 2024

Niki motioned to approve the minutes with the following changes included: add the tax filing year of 2023, the motion to purchase name tags was for up to \$50, and add the cost of PRIMA webinars. Daedra seconded and motion passed unanimously.

III. TREASURER'S REPORT (MAY 2024)

Daedra provided a Treasurer's Report, and explained the deposit and expense activity since the last meeting. The bank balance at month-end was \$35,827.40. Daedra noted that Providence's 2023 sponsorship contribution of \$1,500 was deposited on June 3rd, and Marsh was invoiced for \$2,500 for their 2024 sponsorship pledge. Daedra said she would be mailing reimbursement of \$800 to Niki, Kara, and Dustin for the national PRIMA conference.

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

IV. OLD BUSINESS

Name Tags: Katie ordered the name tags and was waiting for the invoice.

Data Storage: Kara agreed to prioritize the Microsoft 365 project between now and next meeting.

PRIMA Central: Chelsea, Dustin, and Katie agreed to look into PRIMA webinars, and identify titles to consider for purchase to support those in the risk management certification program.

Bylaws Update: The Board discussed whether to amend the bylaws to limit the number of Board members from a single employer and risk pool entity. A majority supported amending the bylaws.

Niki motioned to amend the bylaw language to address the following; the voting member of an entity is decided by seniority, unless otherwise stated by the employer, limit board composition to no more than three members from a risk pool, and no more than two per organization, and clarify that all board members get to vote at board meetings, but may not necessarily be the designated voting member for OR-PRIMA. Chelsea seconded, and the vote passed with a unanimous vote.

Contract Discussion: The Board discussed getting a contract and insurance from vendors, such as public speakers. The Board agreed to differentiate between conference venues and other contractors. Bonnie sent out a sample exhibit that could be used to clarify the Board's requirements. Niki proposed to table the topic until July.

V. NEW BUSINESS

Sponsorship: Daedra and Dustin prepared a sponsorship list of benefits, which includes exhibitor space, if possible, for the top three tiers. The Board discussed the cost of exhibitor tables, which are typically around \$50 a table to rent from

the venue. Katie encouraged the Board to budget for the expense. Daedra noted there are about ten sponsors in the top three tiers. The Board was also encouraged to start asking for pledges from new and existing sponsors.

Dustin motioned to approve the 2024 Sponsorship Levels and Benefits document as the final document for the 2024 – 2025 sponsorship year. Niki seconded, and the motion passed unanimously.

2024 Annual Conference: The Board reviewed the draft schedule and modified the timing of the session on homelessness, and added in sessions from Edward McDonald, and a panel on aid and assist for Friday afternoon. Katie suggested removing the session on homelessness if she did not hear back from the person she had in mind for it.

2024 Annual Conference Activities: Niki looked into the cost of the sternwheeler. It would depart from Cascade Locks, so attendees would have a 30-minute drive from Hood River. The vessel has three levels and is only open to private charters in the fall. The price for 120 people on two levels for two hours is \$5,370 plus the cost of food. The Board agreed the activity would be too expensive. Alternatively, Niki explained the price for dueling pianos is \$4,500 plus one-night stay at the hotel.

Niki motioned to book dueling pianos for the 2024 Annual Conference, Dustin seconded, and the motion passed unanimously.

The Board began discussing how to distribute raffle tickets, and Niki agreed to add it as a topic of discussion for the Board meeting in July.

VI. ADJOURNMENT

The meeting adjourned at 1:20 PM.