

# MEETING MINUTES

## OR-PRIMA CHAPTER

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Date: 06-24-25

Time: 10:00 AM

### I. IN ATTENDANCE

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

### II. MINUTES 05-27-25

*Dustin motioned to adopt the minutes from May 27, 2025, Heather seconded, and the motion passed unanimously.*

### III. FINANCE

**Financial Reports April and May:** Daedra reviewed the Treasurer Report for April and May, listing expenses, revenue, and ending balance of \$73,097.11. Daedra listed the memberships in arrears and asked for feedback on whether to collect the older debts. *Daedra motioned to write off outstanding fees outside of the current fiscal year, Niki seconded, and the motion passed unanimously.*

**Invoice Option:** The Board also agreed to turn off the invoice option in Star Chapter, with the understanding that invoices are available by request. *Dustin motioned to approve the Treasurer Reports for April and May, Marie seconded, and the motion passed unanimously.*

**Sponsorship Update:** Daedra gave an update on sponsorship, and noted it is going well.

**Aplos:** Daedra provided information on Aplos software. Niki asked if Daedra investigated other options and whether it integrates with Star Chapter. Niki also clarified whether she was looking for an accounting, or sponsorship tracking system. Daedra explained she was hoping for a bit of both, which Aplos offers. There was general support from the Board, but the group wanted to confirm the program would be useful and easy to use. Niki offered to join a demo to explore further.

### IV. 2025 FALL CONFERENCE

**Session Topics/Speakers:** The Board discussed final session topics and speakers. They agreed to invite Patty Mulvihill from the League of Oregon Cities to speak on risk and public officials. Dustin offered to inquire. Daedra offered to follow up with Brown & Brown for a session on inspections and financial risk. Marie noted she had reached out the potential ergo speakers but will touch base again. Dustin recommended Safety National present Rethinking Slip, Trip and Fall Prevention. They agreed to pursue a session on security assessments in the future. Niki agreed to check with Mckenzie Nix on Sexual Abuse & Molestation Prevention. Daedra asked for an example of what CIS sends to those offering popcorn sessions. Dustin agreed to reach out to Twayne and Marie suggested a session on telematics.

**Conference Registration Notice:** The Board reviewed the draft conference notice. They supported a simplified cancellation policy, and same pricing as last year. They agreed September 17<sup>th</sup> would be the cut off with late registration starting September 3<sup>rd</sup>. They advised Kara to add a golf ticket for \$10 for members.

**Food/Drinks:** They agree to do the Slicer for lunch on Wednesday. For Thursday, Breakfast Burrito for breakfast (ham and veggie option), Baked Potato and Salad Bar for lunch, and Western BBQ (add vegetarian entrée stuffed red pepper) for dinner. On Friday, they agreed on the Breakfast Scramble. They agreed beverages would include half day service for coffee and tea Wednesday through Friday, plus iced tea, and lemonade during lunch. For Thursday dessert, they agreed on cheesecake, carrot cake, and chocolate cake (provided no raisins in carrot cake). They will ask if staff can hold lunch dessert until midafternoon. Daedra proposed adding soup to the Baked Potato and Salad Bar and agreed to ask what kinds are offered. On Thursday, the Banquet will include premium spirits, house wine, and beer with 1-2 tickets per person.

**Raffle Baskets:** The venue notified the Board that the baskets cannot contain any alcohol, unless the Board obtained a permit from the Oregon Liquor Control Commission. The Board agreed to prohibit alcohol from raffle baskets and agreed to relay this message to sponsors.

**Sponsorship PPT Slide/Video:** None of the sponsors have provided a PowerPoint slide or video yet, but the Board agreed that it should still be offered. They planned to remind sponsors that it must be submitted prior to September 1<sup>st</sup>.

**Golf:** Dustin provided an update on the golf tournament.

## **V. ADJOURNMENT**

The meeting adjourned at 1:10 PM.