

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 07-19-24

Time: 11:00 AM

I. IN ATTENDANCE

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

II. TREASURER'S REPORT (JUNE 2024)

Daedra provided a Treasurer's Report. She found an error while going over the report, and agreed to fix it on Monday. She explained the bank fee of \$20.50 and noted that it would be reversed. Niki moved the item to the next meeting.

III. MINUTES – JUNE 2024

Niki motioned to approve the June minutes, Katie seconded, and motion passed unanimously.

IV. FALL CONFERENCE

Entertainment

The Board discussed whether to use Noteworthy or Dueling Hobbits for entertainment, considering price, whether either company has insurance or needs to use a stage. Hood River Inn has a small, built-in stage. Dueling Hobbits does not have insurance, and Niki is awaiting a response from Noteworthy. The venue approved use of the space until 10 PM, but any time beyond then is subject to overtime charges.

The Board agreed to move forward with whomever has or will get insurance for the event. The Board agreed to vote via email once hearing back from both companies.

[On July 25th, Niki motioned via email to move forward with Noteworthy for the 2024 Fall Conference and Chelsea seconded. The motion passed unanimously, reaffirming the motion in June.]

Agenda

The Board discussed the agenda, and identified the following needs:

- Summaries from Vickers Plass for Public Sector Tort Claims and Litigation, Portland Public Schools for Procurement: Purchasing and Contracting Basics for Public Entities, BMS Group for Cyber, and State of Oregon for Aide and Assist.
- Schedule Melissa Steger into the Thursday morning schedule (10:45 am) for the second session, and Ryan Johnson into the afternoon (1:30 PM) if he agrees to a time change.
- Add categories for the risk management certification.
- Confirm Brown & Brown's topic for Wednesday at 3:00 PM, and then the Board can use a draft agenda to open registration.

Membership Conference Announcement (July)

The Board discussed the cost of conference registration. A majority supported a minor increase.

Niki motioned to increase the cost of registration for Fall 2024 by \$25, Heather seconded, and the motion passed unanimously.

The Board also wanted to include questions about dietary needs. The added banquet attendee cost will be \$65. There is no code for blocked rooms, and attendees only need to reference OR-PRIMA.

Achievement Award (July)

The Board suggested updating the Achievement Award Application to make it clear that nominees must be a member of OR-PRIMA. Niki agreed to look at the application.

Scholarship (July)

The Board discussed offering two scholarships for the cost of registration for first time attendees.

Dustin motioned to offer up to two scholarships for registration for either a first-time attendee or student, Chelsea seconded, and the motion passed unanimously.

Raffle/Evaluation/Gift/Cookies

The Board discussed the raffle, and whether to offer other items to attendees. The Board agreed to do a raffle at the end of the signature event and offer cookies at registration.

Hoan Do Action Items

The Board agreed some action items could be to connect with others from the conference, to pursue the risk management certification, or find one item to implement or bring back to their organization.

Fun Run

The Board discussed themes for the Fun Run or the conference overall. The Board decided to do sasquatch for the Fun Run.

V. ADDITIONAL BUSINESS

Oregon School Safety Officers Association (OSSOA) Conference

The Board discussed who would attend the OSSOA conference. Katie agreed to attend as a representative of OR-PRIMA.

2026 Fall Conference Venue

Kara requested a formal proposal from Agate Beach to confirm the pricing of \$300 for setup, 22% service fee, with a \$10,000 minimum for food and beverage. She will work with Dustin on the details. They wanted the Board to do a site visit, and Niki agreed to view the space sometime August 2nd to the 4th.

Katie noted the Florence Convention Center will not be a possibility, and Salishan is often quite expensive.

I. FUTURE MEETING

PRIMA Central Webinars

Dustin, Chelsea, and Katie met and identified a list of possible PRIMA Central webinars. Katie will decide which risk categories align with each course. They will have more at the next meeting.

Board Meeting Time

The Board discussed whether to lengthen the monthly board meetings, or hold more frequent meetings to make sure all action items are addressed. Board members supported longer meetings, and a four-hour goal setting in the Fall. Katie proposed a break in December or a short virtual meeting. Niki planned to update future meeting invites.

Dustin mentioned that he and Heather would work on the membership roster prior to renewals.

II. ADJOURNMENT

The meeting adjourned at 12:49 PM.