

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 08-16-24

Time: 10:07 AM

I. IN ATTENDANCE

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

II. REVIEW OF MINUTES – JULY 2024

Daedra motioned to approve the July minutes, Niki seconded, and motion passed unanimously.

III. TREASURER'S REPORT (JULY/AUGUST 2024)

Daedra gave an overview of the August Treasurer Report. She made the corrections for the July Treasurer Report, too. The Board briefly discussed monthly bank processing fees, and Daedra agreed to inquire about them.

Dustin motioned to approve the July and August Treasurer's Report. Chelsea seconded, and the motion passed unanimously.

The Board discussed the status of sponsorships, and whether to create additional tiers for smaller contributions. Dustin suggested vendors join Oregon PRIMA as an affiliate member instead.

The Board also discussed how to manage past due balances. Three outstanding invoices were sent to members, but there are older balances in Star Chapter.

Dustin motioned to write off \$137.50 for fiscal year 2021 to 2022, Niki seconded, and the motion passed unanimously.

IV. BOARD MEMBER VACANCIES

The Board discussed vacancies, and agreed to put any applicants to a vote after the September 16th deadline.

V. FALL CONFERENCE

The Board reviewed the agenda for the 2024 Fall Conference, and identified information gaps. The schedule was adjusted for Wednesday, so attendees have time to get lunch prior to session. Communication will include lunch suggestions in Hood River. Niki put activity planning for Wednesday evening on the next meeting's agenda.

The Board discussed the online forms for Scholarships and the Achievement Award. For scholarships, Kara agreed to do the following:

- Update the webpage, and edit the application to remove the header sentence, "Applicants must be a member of OR-PRIMA."
- Retitle the Employer field to Employer/School, and change the last question to "Which of the following are you," with the second answer as "Oregon PRIMA Member First Time Conference Attendee."
- Update the notification to include eligibility requirements and a photo.

For the Achievement Award, Kara agreed to:

- Update the communication so that it is clear nominees must be a member in good standing and add a photo to the draft.
- Check the word count maximum for the form or add an upload attachment option.
- Send out both notices with a deadline of September 16th.

The Board discussed the expected number of graduates in the Risk Management Program. Katie expects five or more graduates this year.

Food for the 2024 Fall Conference Menu was reviewed, and the following items were selected:

- Wednesday: Domestic Fruit, Cheese and Cracker Display, Mushrooms, Tandoori, and Beer/Wine/Seltzer Bar
- Thursday: Breakfast Buffet, Sandwich Bar (if gluten free option) or BBQ Chicken with Lemonade, and Italian (Beef) with Full Bar, and Snack/Cookies.
- Friday: Deluxe Continental Breakfast
- Board Meeting: Either Boxed Lunches or Restaurant 11 – 12 PM on Wednesday

For lodging, it was decided that Niki should stay in the Board Room Suite. The Board supported a Made in Oregon and Hood River theme for either door prizes or speaker gifts. Katie noted that more agent ribbons needed to be ordered.

Niki motioned to allocate up to \$100 for the Fun Run, Chelsea seconded, and the motion passed unanimously. Niki motioned to allocate up to \$1000 for raffle baskets, Katie seconded, and the motion passed unanimously.

The Board agreed to shop for items in September after the board meeting.

I. ADDITIONAL BUSINESS

The Board reviewed venue options for the 2026 Fall Conference, and weighed Agate Beach or Salishan. Salishan had a much higher food and beverage minimum, and their lodging rate was high.

Nikki motioned to approve Agate Beach for 2026, Dustin seconded, and the motion passed unanimously. Kara agreed to check whether October 7-9th were also available.

Dustin gave an update on the membership renewal process. He said most people were taken care of, but he needed to connect with Star Chapter about why members are not receiving renewal emails.

Daedra explained the Star Chapter Survey. There is not a deadline, so the Board will review after the conference.

National PRIMA sent an email regarding errors and omissions coverage. The Board agreed to proceed with the lower limit.

Niki motioned approve purchase of \$1MM of Errors and Omissions coverage for \$550.00, Daedra seconded the motion, and it passed unanimously.

Katie asked if there were any initiatives Oregon PRIMA wanted to suggest to PRIMA. Niki planned to add to a future agenda.

The Board addressed whether speakers need to pay to attend conferences, and supported letting them attend for free.

Daedra asked for guidance on the food vendor for the 2025 Spring Conference. Her top choice was Biscuit and Pickles, and others agreed.

Niki motioned to approve Biscuit and Pickles Catering, Dustin seconded, and the motion passed unanimously.

Dustin noted that RIMS and Oregon PRIMA will hold their joint event on December 3rd during lunch time at the Crowne Plaza in Lake Oswego.

Daedra confirmed the Board wanted to print another agenda booklet this year.

II. ADJOURNMENT

The meeting adjourned at 1:12 PM.