

# MEETING MINUTES

## OR-PRIMA CHAPTER

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Date: 08-26-25

Time: 10:12 AM

### I. IN ATTENDANCE

Niki (President), Dustin (Vice President), Daedra (Treasurer), Kara (Secretary), Luke (Board Member), Marie (Board Member), and Chelsea (Board Member) were present. Katie (Past President) joined at 10:30 AM, and Heather (Board Member) was absent.

### II. MINUTES 07-29-25

*Kara motioned to adopt the minutes from July 29, 2025, Luke seconded, and the motion passed unanimously.*

### III. FINANCE

**Financial Reports:** Daedra discussed challenges with identifying revenue percentages for registration and membership due to rounding and reporting issues. The Board suggested a detailed review before year-end. She presented the Treasurer Reports for June and July 2025, noting ending fund balances of \$77,035.11 and \$84,581.77. *A motion to approve the July and August Board Reports was made by Daedra, seconded by Dustin, and passed unanimously.*

**Sponsorship Update:** The Board received approximately \$50k in sponsorship. Daedra agreed to send an invoice to Tristar and Kara planned to check in with Assured Partners.

**D&O Insurance:** The Board determined that Niki would send a revised form to PRIMA for D&O insurance. Daedra sent the check.

### IV. 2025 FALL CONFERENCE

**Board Attendance:** The Board discussed conference reimbursements, noting that Oregon PRIMA no longer hires a planner and relies on board members to attend and support the event. To ensure participation, especially for those with limited budgets, it was agreed that registration and hotel costs should be covered. *Daedra made a motion to cover hotel and registration expenses for all Oregon PRIMA board members starting Fall 2025, with the policy only subject to change if budget constraints arise. Beginning in 2026, the President's attendance at the National PRIMA conference will be fully funded, subject to a spending cap, while reimbursement for other board members will be reviewed annually. Niki seconded the motion, and it passed unanimously.* Daedra stated she would call the hotel to let them know which reservations to charge to Oregon PRIMA. Kara will connect with Daedra separately since she is staying at another hotel.

**Agenda Review:** The Board finalized the conference agenda, apart from the Popcorn Session. Scott Moss plans to speak about Oregon PRIMA's 40th anniversary, and Dustin will contact sponsors to see if they'd like to present. One speaker biography is still needed, and Niki agreed to follow up.

**Food (Vegetarian Option):** Eagle Crest advised against stuffed bell peppers for the buffet. The Board selected Stir Fry Vegetables as the vegetarian option instead.

**Golf Event:** Dustin gave an update on the golf event and agreed to send an email to membership in the coming weeks.

**Wanted Poster:** Katie agreed to prepare a Wanted sign and would bring props to the next meeting to take remaining photos.

**Sponsorship PPT Slide/Video:** Dustin will ask sponsors to provide a PowerPoint slide and any video content for LinkedIn. Daedra will oversee the banner and tabletop signs, while Chelsea will prepare the slideshow. Dustin also requested that everyone update sponsor email addresses in the shared spreadsheet.

**New Wyoming Chapter:** Gavin Lobmeyer from County of Laramie is interested in establishing a new PRIMA Chapter in Wyoming. Katie proposed offering free registration so he can attend the 2025 Oregon PRIMA Conference. *Daedra motioned to approve free registration for Gavin Lobmeyer, Niki seconded, and the motion passed unanimously.*

**Photographer:** Daedra shared that Ken Wagner is available to photograph the conference but requested coverage for registration and hotel costs. Dustin supported the idea if he would also provide professional headshots. Kara added that she would support the expense if it's more cost-effective than hiring a separate photographer.

**Swag and Door Prizes:** The Board noted that notebooks are already available and suggested adding PRIMA-themed magnets. For speaker and door prizes, a western theme was proposed. They also discussed decorations like wagon wheel jars with flowers and a saddle arrangement at registration. Katie agreed to send pictures of some options. Kara agreed to update the registration page and agenda to highlight the 40th anniversary.

**PPT Template for 40<sup>th</sup> Anniversary and Western Theme:** Katie will ask the CIS communication team for suggestions on a 40<sup>th</sup> anniversary PowerPoint template and assist Chelsea if needed.

## **V. BOARD VACANCIES AND VOTING**

Niki announced that Chelsea will step down from the Board after the Fall Conference, and the vacancy will be announced at the event. Kara will email Luke for a brief biography and initiate a membership vote for a two-year term through Fall 2027. She will also send an email about the Risk Achievement Award and Scholarships, with a deadline of September 12th. Next week, Dustin and Kara will collaborate on emails regarding the golf event and Luke's nomination. Daedra agreed to hold two hotel rooms for scholarship recipients. The Board also acknowledged that they would need someone to accept Vice Presidency.

## **VI. RISK MANAGEMENT PROJECTS**

This item was deferred to the next meeting.

## **VII. MENTORSHIP**

The Board discussed criteria for mentors and agreed they should have gone through the program. Chelsea noted that she accepted two mentees, would continue to collaborate with them.

## **VIII. APPAREL**

Board members tried on apparel and agreed to email Heather their top two item choices along with sizes. They decided the clothing should be grey to better display the Oregon PRIMA logo.

**IX. PLANNING SCHEDULE**

this item was deferred to the next meeting.

**X. ADJOURNMENT**

The meeting adjourned at 1:01 PM.