

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 09-11-26

Time: 10:11 AM

I. IN ATTENDANCE

Dustin (President), Niki (Past President), Daedra (Treasurer), Kara (Secretary), Marie (Board Member), Heather (Board Member), Michiel (Board Member), Luke (Board Member) until 11:58 PM and Katie (Board Member) were present.

II. MINUTES AUGUST 10TH & 20TH 2026

Daedra noted corrections needed on page 3 of the August 10th minutes to “New York Cheesecake with Blackberry Sauce (50), Flourless Chocolate Torte (50), and Apple Cinnamon Crisp (45) for dessert”.

Kara moved to approve the minutes from August 10th and 20th with corrections, Daedra seconded and the motion passed unanimously.

III. FINANCE

Financial Report

Daedra presented the September Financial Report, noting an ending fund balance of \$113,493.13 and summarizing revenues, expenses, and the chapter’s healthy financial outlook.

2026 Sponsorship Update

Daedra reported that all but four sponsorship checks have been received. Katie will follow up with Lexipol. Michiel recommended considering additional sponsor-recognition opportunities that allow sponsors to connect appropriately with potential clients. Dustin will contact Marine Discovery Tour about catering options in case a sponsor wishes to participate.

IV. 2026 FALL CONFERENCE

Session Topics, Speakers and Agenda

Presenters will be asked to submit PowerPoint materials by the Friday before the conference. *Navigating Oregon's Evolving Wildfire Policy Landscape* will remain unchanged on the schedule. Claire McGrew

approved the session description. The schedule will be updated to list the Agate Ballroom, and the Cove Room will be used for breakout sessions. Board moderation assignments were confirmed as follows:

- Keynote: Rise Up (Kacey McCallister) - Dustin
- Understanding Sexual Abuse and Molestation Claims in Public Entities (Jens Jensen, Geoff Sinclair, Luke Reese) – Michiel
- Keynote: The Risk of Standing Still (Sarah Curtis) – Dustin
- From Injury Report to Claim Closure: The Oregon Workers' Compensation Claim Lifecycle (Jennifer King) – Heather
- Guess Who is Coming to Dinner: The New World of Third-Party Involvement in Today's Claims (Juliana C. Calistri, Michael Williams) – Marie
- Navigating Oregon's Recreational Immunity Landscape (Spencer Rockwell) – Kara
- Volunteers Wanted. Liability Not. (Lorin Williams, Niki Fisher) – Heather
- Building a Defensible Organizational Culture: Reducing Risks Before Claims Occur (Dan Brown) – Katie
- Accessibility in Action: Lessons Learned from Oregon State Parks (Helena Kesch) – Marie
- Sexual Abuse Prevention: What You Need to Know (McKenzie Nix) – Niki
- Keynote: Civility Starts with You (Sarah Curtis) – Niki
- Critical Building Systems: Risk, Responsibility & Public Trust (Mohamad Ali) – Daedra
- Navigating Oregon's Evolving Wildfire Policy Landscape (Claire McGrew) – Luke

The Board agreed to move *From Injury Report to Claim Closure: The Oregon Workers' Compensation Claim Lifecycle* to the Agate Ballroom and *Guess Who is Coming to Dinner: The New World of Third-Party Involvement in Today's Claims* to the Cove Room. The Board also agreed to swap the locations for *Accessibility in Action: Lessons Learned from Oregon State Parks* and *Building a Defensible Organizational Culture: Reducing Risks Before Claims Occur*.

The lead moderator will need support from several Board members with door prize tickets. The Board will hold a brief onsite meeting to finalize remaining details. All Board members except Michiel will be present on Tuesday.

Review Event Activity Details

For the Sip & Paint event, Daedra will confirm the food and beverage arrangements. The activity has a maximum capacity of 35 participants, with 18 currently registered, including Marie. Dustin noted that the Marine Discovery Tour invoice has not yet been paid, and payment is not required until the time of service.

The tour allows up to 75 participants, though only 50 are currently registered. Dustin agreed to confirm the 75-person capacity and follow up with sponsors. The Board agreed a registration list will be available at the front desk so attendees can sign in and be checked at registration. Daedra agreed to share the applicable spreadsheets.

Registration

Registration will be open Wednesday and Thursday morning until 10:00 a.m. Daedra will follow up with Loren regarding staffing and suggested posting a sign directing attendees to contact a board member if the registration desk is unattended.

Speaker Gifts, Door Prizes, and Raffles

The Board discussed purchasing movie-themed speaker gifts, such as a \$20 Fandango gift card and candy, for each of the 16 speakers. Daedra will coordinate.

The Board discussed movie-themed raffle baskets and identified a \$1,000 budget for raffle prizes.

Daedra moved to approve up to \$1,000 for raffle prizes, Niki seconded, and the motion passed unanimously.

Dustin moved to approve up to \$500 for speaker gifts, Daedra seconded, and the motion passed unanimously.

Katie agreed to lead the door prize effort and determine individual prize amounts, anticipated to be \$15 to \$20 each.

Dustin moved to approve up to \$260 for door prizes, Heather seconded, and the motion passed unanimously.

Board members were asked to watch Oregon-based movies and share related theme ideas in Teams.

Sponsor Passport & Incentive

The Board discussed creating a passport document for attendees to visit the 14 sponsor tables. Heather and Michiel will work on passports. Possible incentives for completed passports include free registration for next year, a Baby Ruth candy bar, a raffle ticket, swag, or other items.

Venue

The Board reviewed final venue details and noted that attendance is expected to exceed 120 attendees, with the final count likely to be closer to 142.

The Board confirmed a 16-inch riser for the stage, and the vendor table count will be updated. Bagged lunches will include 15 vegetarian meals and 35 of each remaining option. Lunch-to-go will include bottled water, with iced tea, lemonade, or bottled beverages also available. Lemonade and iced tea cost \$26 per gallon. Two gallons of each would cost approximately \$100; however, Dustin will ask whether one-gallon refills can be provided as needed to reduce the initial cost to approximately \$50.

Dustin will follow up on food for the Paint & Sip event if registration increases beyond the current 18 participants. Dustin will email the hotel and include Daedra. For Thursday breakfast, the Board discussed having regular sausage and bacon, and a smaller quantity of vegan sausage.

The Board will confirm that coffee is available throughout the conference from Wednesday through Friday and that all food items are labeled for dietary purposes.

Thursday's lunch was confirmed, and Chopsticks was identified as suitable for gluten-free diets. Beverages are not listed for Thursday lunch, though iced tea is included. A gallon of lemonade may be added if refills are allowed as needed. Dustin will confirm wireless microphone availability. The Aquarium Afterparty is currently estimated at approximately \$742, and Dustin will confirm whether the room setup and tables can remain as currently configured.

The team may meet for breakfast Wednesday from 8:30 to 9:30 a.m. before the meeting. Daedra asked the vendor about table topper sizing to ensure they do not block attendees' views. The Board discussed using smaller table toppers going forward instead of the prior 12-by-12-inch option. With 35 sponsors, the Board also discussed using two banners to better display sponsor logos. One banner needs repair, and the Board will review repair and replacement estimates before deciding. A Goonies-themed background was also discussed.

V. BOARD VACANCIES & AWARD APPLICATIONS

Board Election Process

Kara agreed to send voting members a StarChapter ballot for Mohamad Ali, with voting closing September 25th.

Oregon Government Ethics

Kara discussed whether sponsor-provided complimentary registrations could create an ethics issue and summarized the response from Oregon Government Ethics Commission:

Complimentary tickets would likely qualify as a gift under ORS 244.020(7)(a) because they have economic value and would be provided at no cost to public employees. Unless the sponsor offers the tickets to non-public officials on the same terms and conditions, the registration would constitute a gift unless an exception under ORS 244.020(7)(b) applies.

ORS 244.020(7)(b)(E) excludes from the definition of "gift" the cost of admission, food, or beverages consumed by a public official, or an accompanying relative, household member, or staff member, at a reception, meal, or meeting held by an organization when the official is representing state government, a local government, or a special government body. OAR 199-005-0015 identifies factors for determining whether paid expenses qualify for this exception, including:

1. A broad number of people or groups are invited.

2. Invitations or programs are distributed in advance.
3. The event is publicized.
4. The reception, meal, or meeting is open to the public.
5. Written materials, such as printed programs, are available.

VI. ADJOURNMENT

The Board agreed to meet virtually on October 9th and the meeting adjourned at 1:15 PM.