

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 09-20-24

Time: 10:10 AM

I. IN ATTENDANCE

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

II. FALL CONFERENCE 2024

Food: The Board discussed refreshments for the Fall Conference. They agreed to order hummus, flatbread, and veggies on the side, if possible, for Thursday afternoon. Dustin agreed to inquire about food minimums.

Vendors: Dustin shared that there are nine vendor tables, with room for a few more Gold Level Sponsors. He agreed to follow up with them.

III. BOARD MEMBER VACANCIES

The Board received an application from Marie Hansen-Wargnier, Risk Consultant, from the State of Oregon Department of Administrative Services. The Board agreed she would be put to a vote. Katie agreed to collaborate with her colleague to send a vote out to membership. The Board also agreed that Kara, Heather, and Chelsea needed to be included in the vote. Katie and Kara agreed to investigate the term expirations since they were appointed, but Kara would not be involved in the vote process as a candidate.

IV. REVIEW OF MINUTES – AUGUST 2024

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

V. TREASURER'S REPORT (SEPTEMBER 2024)

Daedra gave an overview of the Treasurer's Report for September 2024. She confirmed that Oregon PRIMA is in a solid financial position. She acknowledged that she needed to bill sponsors for vendor tables. Dustin noted that the deposit entry for the Legislative Session should be updated from 2022 to 2023.

Dustin motioned to approve the September Treasurer's Report with the year correction to the Legislative Session entry. Heather seconded, and the motion passed unanimously.

VI. FALL CONFERENCE

PRIMA Board Speaker: Niki announced that national PRIMA will send a Board Member to state associations to speak. She suggested inviting them to next year's conference given the timing.

Sponsorship Update: The Board discussed sponsorship. This year, OR PRIMA received \$47k in pledged support (\$38k collected), which is an all-time high. Niki agreed to follow up with the Special District Association of Oregon about their sponsorship payment. Brown and Brown had trouble organizing their social event with the hotel, so they agreed to increase their sponsorship level, and cover the bar expenses in lieu.

Scholarship Applications: There were two scholarship applicants, and both were first time conference attendees.

Niki motioned to approve scholarships for Christina Aaron and Ashley Tapia for the 2024 Fall Conference. Daedra seconded and the motion passed unanimously.

Katie agreed to notify them, while Daedra agreed to register them for the conference.

Achievement Award: The Board considered the nominees for the Achievement Award. They did a written ballot, and Niki announced that Gina Lekas received the most votes and would receive free registration at the 2025 Fall Conference. Katie agreed to make sure she registered for the conference.

Cost of Awards, Speaker Gifts and Donations: The cost for Risk Management Certification plaques is \$35 each and there are up to nine graduates from the program. For the Risk Achievement Award, the plaque is \$50 each, and frames for scholarship recipient awards would be nominal.

Daedra motioned to purchase plaques for Risk Management Certification and Risk Achievement Award recipients, not to exceed \$400. Dustin seconded and the motion passed unanimously.

Katie agreed to order the plaques and award.

Speaker Gifts: The Board discussed giving speakers an Oregon PRIMA cookie, and donation to Kids Chance of Oregon in lieu of the usual speaker gifts. Daedra agreed to print certificates and suggested asking attendees to match Oregon PRIMA's donation. Daedra agreed to send an email about the fundraiser to attendees and explore a Venmo account to accept non-cash donations.

Niki motioned to donate a match up to \$500 for Kids Chance of Oregon, but the motion died as the Board continued to discuss the topic. Niki motioned to donate \$500 to Kids Chance of Oregon, Daedra seconded, and the motion passed unanimously.

Session Prizes: For session prizes, Katie noted that she has leftover gift cards from the 2024 Spring Conference. Daedra agreed to take responsibility for door prize gifts, and shop for Hood River items.

Niki motioned to spend up to \$200 on session gifts for twelve sessions. Dustin seconded and the motion passed unanimously.

Moderators: The Board discussed moderation assignments for the 2024 Fall Conference. They agreed on the following:

- Keynote: Having Fun with Culture Development – Dustin
- Public Sector Tort Claims – Daedra
- I'm Too Busy to Review and Understand My Insurance – Niki
- President's Welcome and Presentations – Niki
- Keynote: Turning Obstacles into Opportunities – Dustin
- Public Procurement: Purchasing and Contracting Basics for Public Entities – Daedra/Bonnie (Backup)
- Establishing a Worker Recovery Mindset in Workers Compensation – Dustin/Katie (Backup)
- Global Cyber Trends – Anne Shackelford/Heather
- Intelligence Tradecraft: Principles for Advanced Investigations – Chelsea/Katie (Backup)
- Houselessness and the Law – Katie/Bonnie (Backup)
- Claims Panel: Inflationary Trends in the Claims Sector- Chelsea/Niki (Backup)
- Keynote: Evolving Effective Enterprise Risk for Public Leadership Decision Making – Daedra

- Aid and Assist Panel – Bonnie
- Closing Remarks – Katie

Badges/Name Tags: Kara agreed to print badges and attendee list, and Daedra agreed to order supplies. The Board would need to find new attendees.

PRIMA Cookies: The Board realized they had not approved the expenditure for cookies as conference gifts.

Kara motioned to spend up to \$500 on cookies for the 2024 Fall Conference, Niki seconded, and the motion passed unanimously. Bonnie abstained.

Thank You Cards: Niki agreed to print them out for everyone to sign.

Fun Run: The Board discussed the path for the Fun Run and the cost for refreshments and supplies.

Niki motioned to approve up to \$100 for refreshments and swag, Heather seconded, and the motion passed unanimously.

Program: Daedra agreed to ask WHA if they would be willing to print the program again for the 2024 Fall Conference.

Brewery: Katie was not able to connect with the brewery.

Bingo: The Board discussed doing BINGO on Wednesday before the Welcome Reception from 4:30 to 6 PM. There was concern about the room configuration and whether hotel staff needed time to flip the room. The Board agreed that if the venue allows, BINGO can start at 5:15 PM. Kara agreed to create BINGO or PRIMA cards. Dustin agreed to bring supplies from CIS and get chocolate for prizes. The Board discussed prizes, such as a \$5 Starbucks gift card for four corners or blackout or designating two baskets as prizes.

Daedra motioned not to exceed \$100 for BINGO and the Fun Run, Bonnie seconded, and the motion passed unanimously. Dustin abstained.

Evaluations: Daedra agreed to create a QR code for the evaluation, and Dustin agreed to prepare the survey and bring copies. The Board didn't have any additional questions to add to the survey, but agreed to remove the question about conference location since contracts are prepared so far in advance.

AV Needs: Everyone agreed to bring their laptops. Niki planned to bring a projector, and Dustin would investigate whether Katie or CIS have another one to bring.

Registration: Heather agreed to staff the registration table with WHA.

I. ADDITIONAL BUSINESS

Risk Management Certification: Katie proposed a temporary pause on the program, with a relaunch in January or February with new materials. The Board was supportive.

2026 Venue Dates Contract Signing: Kara inquired with Best Western Agate Beach about dates for the 2026 Fall Conference. She received a revised agreement from September 30th through October 2nd.

Dustin motioned to approve the revised agreement as is for 2026. Daedra seconded, and the motion passed unanimously.

Kara agreed to send the contract to Niki, email Daedra about the deposit, and another final email to drive registration for the 2024 Fall Conference.

Legislative Update: Dustin shared that the joint RIMS/Oregon PRIMA Legislative Update event would take place on December 3rd. He planned to share more at the November meeting, but confirmed it was acceptable to send information to members about it.

II. ADJOURNMENT

The meeting adjourned at 12:48 PM.

Post Meeting: After the meeting adjourned, the Board worked on the required Star Chapter Survey. They also discussed the raffle and agreed that each attendee will receive the following at registration (in a manilla envelope); five raffle tickets, nine name badges for door prizes (Avery Template 5384/Two Sheets a Person) and name badge for their name tag, two tickets for drinks at the Annual Banquet and Signature Event, a printed program, and a name tag. Kara agreed to procure envelopes. The Board agreed that attendees can only win one raffle prize, and confirmed the contents cannot exceed \$50. Basket ideas included one related to a movie night or gift cards.

On September 27th, Daedra motioned to purchase t-shirts for the Board, not to exceed \$200. Dustin seconded, and the motion passed unanimously.

On October 3rd, Daedra made the following motion: "To market our sponsors, I would like to make a motion to budget \$500 for a retractable banner, and table toppers (one per sponsor)." Heather seconded, and the motion passed unanimously.