

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 09-23-25

Time: 10:11 AM

I. IN ATTENDANCE

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

II. MINUTES AUGUST 2025

Kara motioned to adopt the minutes from August 26, 2025, Luke seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports: The Treasurer Report was in progress and would be completed after the Fall Conference. Daedra noted the beginning fund balance was \$84,581.77 with an ending balance of \$98,568.03 as of August 31, 2025.

Sponsorship Update: All but two sponsors had paid, and marketing materials being printed, but Daedra needed to know the size of the podium. Dustin agreed to find out from the venue.

Non-Profit Filing/Insurance: The Board previously determined that Niki would send a revised form to PRIMA for D&O insurance. Daedra noted insurance was paid for and nonprofit filing completed. Daedra agreed to save records to files in Teams. The group revisited the idea of Certificates of Deposit and agreed to discuss at the retreat in January.

IV. 2025 FALL CONFERENCE

Introduction/Room Monitoring: Niki agreed to send out moderator sheets, agenda, and speaker biographies to board members. Dustin noted there are four speakers interested in doing the Popcorn Session at 5-7 minutes each. The Board agreed to the following assignments for introductions.

- Wednesday
 - Welcome Reception & Lunch – None
 - It's More than Just Buying Insurance – Niki
 - Multi-Agency Coordination in Active Threat Response: How to Build Effective Partnerships Between K-12 and First Responders – Daedra
 - Human Error and Accidents: Why Do We Make Wrong Decisions That Cause Harm? – Marie
 - Getting the Most from your Property Coverage – the Value of Accurate Valuations – Dustin
- Thursday
 - President's Welcome and Presentations – Niki and Katie (Scholarship Announcements)
 - Finding Your Beat, the Rhythm of Life – Dustin

- Contractual Risk Transfer – Dustin
- Building Resilience: Lessons from Disaster Response and Recovery – Luke
- Innovative Solutions for the Public Workforce Crisis – Dustin
- Oregon 2025 Case Law Update – Heather
- Building a Better Safety Culture Using SAIF’s Ansbro Safety Culture Spectrum – Marie
- Employee Performance: How to Have Effective Conversations – Katie
- Popcorn Session – Katie
- Friday
 - Past President’s Welcome – Katie
 - High Functioning Local Governments Result in Solid Risk Management Practices – Kara
 - Walk this Way: Rethinking STF Prevention Through Tribology – Luke
 - Happiness, Leadership and Safety in the Workplace – Niki
 - Close Out – Niki

AV Assistance: The Board revisited a prior decision to hire audio visual assistance. *Kara motioned to authorize the use of the venue’s equipment and audio visual staff for a cost not to exceed \$5k, Heather seconded, and the motion passed unanimously.*

Conference Booklet: Daedra prepared the booklet and WHA agreed to print.

Scholarships: *Dustin motioned to award a third scholarship recipient. The motion failed for lack of a second.* The Board discussed the organization’s financial position and all three applicants. *Niki motioned to award three scholarships this year and return to two next year. Dustin seconded, and the motion passed with all in favor.* Luke and Marie agreed to notify the applicants.

Risk Management Award: The group agreed to select Michael Majors. *Katie motioned to approve \$150 to order award supplies, Daedra seconded, and the motion passed unanimously.*

Swag/Door Prizes: *Katie motioned to spend up to \$150 to cover door prizes and presenter gift bags. Niki seconded and the motion passed with all in favor.* Katie left the meeting at 11:30 AM.

Themed Board Shirts: The Board agreed to purchase theme t-shirts that read, “Play Something Country” in dark heather grey. *Daedra motioned not to exceed \$180 for shirts, Niki seconded, and the motion passed with all in favor.*

Raffle: Attendees will receive five raffle tickets and two drink tickets in their packet. *Daedra motioned to spend \$1,000 or less on raffle prizes, Luke seconded, and the motion passed with all in favor.*

Golf Event: Dustin gave an update on the golf event. There were nine sponsors involved. He and Daedra collaborated on the signage.

Sponsorship Slide or Video: Several sponsors submitted PowerPoint slides. Daedra agreed to follow up with Chelsea.

PowerPoint Template 40th Anniversary/Western Theme: The Board planned to send speakers the PowerPoint template. Dustin suggested connecting with the venue first then sending final correspondence. The Board agreed to post presentation materials to the website as they became available.

Photographer: The Board noted that Katie was checking on a photographer.

OR-PRIMA Branded Clothing: The Board discussed order specifics, noting that all items would be grey or black. *Kara motioned to approve payment of \$767 plus shipping and handling, Niki seconded, and the motion passed unanimously.*

Board Meeting Time/Location: The Board agreed to meet for dinner on October 7th at 6:30 PM with the location to be determined.

V. BOARD VACANCY AND VOTING

The Board discussed the upcoming vacancy. Kara agreed to resend notice soliciting applications. No one expressed interest in the Vice Presidency role.

VI. CONFERENCE LOCATION 2027

The Board confirmed Hood River would be the site of the 2027 Fall Conference.

VII. ADJOURNMENT

The meeting adjourned at 1 PM.