

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 10-27-25

Time: 10:13 AM

I. IN ATTENDANCE

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

II. MINUTES SEPTEMBER 2025

Daedra motioned to adopt the minutes from September 23, 2025, Luke seconded, and the motion passed unanimously.

III. FINANCE

Financial Reports

Daedra presented the September Financial Report, noting an ending balance of \$98,568.03 as of August 31st. *She moved to pay \$36,449.41 to Eagle Crest Resort for the 2025 Fall Conference. Dustin seconded the motion and opened the floor for discussion. Board members raised concerns regarding the resort's cleanliness, audiovisual setup, and other issues with Eagle Crest Resort. Dustin agreed to relay this feedback to his contact at Eagle Crest but confirmed no billing adjustment would be pursued. With no further discussion, the motion passed unanimously.*

Sponsorship Update

Daedra reported that all sponsorship payments had been received, apart from \$2,500 from Assured Partners/Gallagher.

Non-Profit Filing/Insurance

The Board confirmed both nonprofit filing and insurance renewal were previously completed.

IV. 2025 FALL CONFERENCE

Speaker Evaluation Review

The Board previously reviewed post-conference survey results. Niki later distributed a summary of all responses. Dustin invited final comments and feedback. Overall, responses were positive, though concerns were noted regarding hotel room cleanliness and food quality. Additional suggestions included reinstating casino night and exploring alternative dueling piano vendors.

Speaker Thank You Notes

Dustin committed to mailing speaker thank-you cards after they were signed during the meeting.

V. NEW BOARD MEMBER ANNOUNCEMENT/DISCUSSION

Michiel Spence-Majors received eleven votes for the Director 3 position. Mohamad Ali received seven for the same position. Luke Chicquaye was elected with seventeen affirmative votes and no dissenting votes. Dustin will notify both individuals and meet with Michiel and Niki prior to the next meeting.

VI. STAR CHAPTER BOARD TRANSITION

Kara moved to appoint Dustin as President, and Niki as Past President, leaving the Vice President role temporarily vacant. Heather seconded the motion, which passed unanimously.

Kara updated the Star Chapter system under Membership/Group Manager and revised the Board of Directors and Past President pages on the website.

Daedra will update email addresses in Star Chapter, while Kara will revise Teams email addresses for Dustin, Niki, and Katie to remove role-based associations. Katie will order name badges and post an announcement on LinkedIn regarding the new President and Board Member.

VII. BOARD ASSIGNMENTS & VICE PRESIDENT DISCUSSION

The Board discussed the vacant Vice President position and the possibility of appointing an interim. Dustin expressed a desire to finalize a plan before year-end and will revisit the topic next month. Additionally, Dustin requested support with Star Chapter membership management, and Heather volunteered to assist.

VIII. DECEMBER BOARD MEETING DATE/LOCATION

Dustin proposed scheduling one meeting in early December to begin planning the 2026 Spring Education Session. A revised poll will be distributed to determine availability. Potential meeting locations include Salen (Special Districts Association of Oregon or Wilsonville (City County Insurance Services). Some members expressed interest in Wilsonville, pending further input at the next meeting.

Regarding the retreat, the Board supported returning to the previous year's location provided music is minimized in the meeting space.

Katie shared updates from the PRIMA Chapter Relations Committee, including a forthcoming newsletter for members, and an Emerging Risk Consortium online event scheduled for January 27th (free for national PRIMA members).

IX. CONFERENCE LOCATIONS SPRING 2027 & FALL 2028

The Board explored venue options for the 2027 Spring Education Session and 2028 Fall Conference. Suggestions included the Florence Convention Center, McMinnville Waves and Aviation Museum or Seaside.

Members discussed whether the Spring Session should remain in the Valley or move to a destination venue. Dustin empathized the importance of securing a contract promptly to ensure availability. Katie will contact Oregon Gardens for a proposal. The Board agreed Eagle Crest Resort is unlikely to be used again and suggested alternatives such as Black Butte Ranch and River House.

X. 2026 CONFERENCE PLANNING (SPEAKERS & TOPICS)

The Board brainstormed speakers and topics for the 2026 Fall Conference, including ADA and liability issues, facility security assessments, claims analysis and trending, road rules, and preplacement testing.

Juan Benavidez's previous session received positive feedback, and the Board discussed inviting him again. The Board agreed that speakers should ideally present universally applicable content and be low-cost or free for the Spring Education Session. Daedra will send a Call for Proposals to gather additional ideas.

The Board also considered Nancy Solari, Justin Jones-Fosu, Jeff Butler, Kacey McCallister, and Scott Lesnick as keynote speakers. Dustin asked members to submit their rankings this week to identify the top three choices.

The Board also discussed hosting a webinar with Clear Risk, emphasizing the need for content that is education rather than sales driven.

XI. ADJOURNMENT

The meeting adjourned at 1 PM.