

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 11-15-24

Time: 10:04 AM

I. IN ATTENDANCE

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

II. REVIEW OF MINUTES – SEPTEMBER 2024

Dustin motioned to approve the minutes with a correction to Katie's name, which was misspelled on page 3. Daedra seconded and the motion passed unanimously.

III. TREASURER'S REPORT (SEPTEMBER AND NOVEMBER)

Daedra updated the Board on pricing changes with Star Chapter in 2025, and the final invoice from Best Western Hood River Inn for the 2024 Fall Conference.

Daedra motioned to approve payment of the final bill for Best Western Hood River Inn for \$30,331.37, which includes catering, service fee, and Melissa Steger's room (keynote speaker). Chelsea seconded, and the motion passed unanimously.

The Board discussed the average cost for conferences, and Daedra agreed to find those figures for a future meeting. The Board also discussed reimbursements. Daedra planned to issue checks for board members who did not attend national PRIMA.

Daedra provided a Treasurer's Report for October and November, including details on incoming funds, disbursements, ending fund balance, and expected transactions for next month. Daedra also highlighted several unexpected expenditures, such as an additional plaque for someone who completed the Risk Management Certification program shortly before the 2024 Fall Conference, and a \$21 overage for the banner and tabletop marketing items.

The Board confirmed that refunds were provided to Lisa Masters and Gabriel Tapang, both of whom cancelled within the designated cancellation window. There was additional conversation on the Kids Chance of Oregon Raffle. Daedra received donations of \$159.04, which includes \$120.00 in cash and \$39.04 in Venmo. The raffle item cost \$79.95, so the total donation amounts to \$579.09.

Dustin motioned to approve the Treasurer Reports from October and November as written. Kara seconded, and the motion passed unanimously.

IV. BOARD MEMBER VACANCY

After a brief conversation, the Board agreed that the best approach to get back on track with elections may be to reset terms for some board members. That would allow the Board to improve recordkeeping going forward, and return to

regularly scheduled elections, and appointments. They suggested timing board votes with the bylaws. Kara agreed to bring a proposal forward for consideration at the retreat or meeting in December.

V. FALL CONFERENCE 2024 RECAP – TABLED

This topic was tabled for a future meeting.

VI. ADDITIONAL BUSINESS

- Legislative Update Event: Dustin provided an update on the upcoming legislative event with RIMS. He agreed to send information to Kara to send out notification through Star Chapter.
- National Board Recommendations: Tabled
- PRIMA Central Webinars: Tabled

VII. LOCATION ROTATION – 2027 HOOD RIVER

The Board considered the idea of rotating conferences between central Oregon, the coast, and Hood River. Everyone supported this idea.

Dustin motioned to enter negotiations with the Best Western Hood River Inn for the 2027 Fall Conference. Daedra seconded, and the motion passed unanimously.

Dustin agreed to reach out to staff at Best Western Hood River Inn. He also reported that he is working out details for a golf event at Eagle Crest in 2025. Sponsors already expressed interest in supporting that type of event.

VIII. DISCUSSIONS TABLED

Dustin motioned to formally table the discussion on board member vacancies, the 2024 Fall Conference Recap, national board recommendations, PRIMA central webinars, and the 2025 Spring Conference until the next meeting. Chelsea seconded, and the motion passed unanimously.

IX. ADJOURNMENT

The meeting adjourned at 11:26 AM.

Note: On October 16th, 2024, the Board convened prior to the 2024 Fall Conference to prepare. Niki motioned to purchase lunch for the Board during the closeout meeting at the conclusion of the conference on October 18, 2024. Chelsea seconded and the motion passed unanimously.