

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 11-27-24

Time: 8:00 AM

I. IN ATTENDANCE

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

II. BOARD MEMBER VACANCY

The Board agreed that Kara, Heather and Marie Hansen-Wargnier would be put to a vote by membership in a few weeks. Katie agreed to do it, and then Chelsea would be put to a vote in Fall 2025. They agreed that Directors would remain on the Board after going to a vote of membership and could serve in varying capacities.

III. 2024 FALL CONFERENCE RECAP

The Board performed a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for the 2024 Fall Conference. The speakers, topics, signature event, preparation, organization, theme, and an established dress code were considered strengths. Everyone thought the conference went well, especially considering the organization no longer pays for an event planner. The Board received a lot of positive feedback in-person and on submitted forms.

Weaknesses included audio visual. They agreed that each room should have multiple connectors, and batteries. The Board agreed they should pay for the use of facility projectors and hire an audio-visual person. They also discussed how to organize session introductions going forward.

For opportunities, the Board agreed that they would include partnering with Best Western Hood River for future events. They also wanted to market conference themes, add music, and minimize announcements going forward. They also expressed concern about conference scheduling under threats. Dustin confirmed that the conferences in 2025 and 2026 do not conflict with the League of Oregon Cities' events.

IV. ADDITIONAL BUSINESS

Legislative Update Event: Dustin provided an update on the event, and said cost is allocated based on attendees.

National Board Recommendations: The National PRIMA Education Committee asked how the Oregon Chapter promotes or sells national PRIMA. Katie agreed to schedule a virtual meeting first of January with her colleague who serves on the national board.

PRIMA Central Webinars: Katie stated that we need a webinar about financial risk. The Board suggested asking a sponsor or someone from the Government Finance Officers Association to present. Dustin noted that WHA Insurance has done a lot of work on volunteers and may be willing to present on the topic. Clear Risk also offered to host a webinar. The Board was supportive so long as marketing isn't too intense and the topic counts towards certification. Dustin, Chelsea,

and Katie agreed to come back with information at the January retreat and put a call for presentations. Katie agreed to post a call for presentations to sponsors in December. She agreed to include the sponsorship survey, too.

V. LOCATION ROTATION – 2027 HOOD RIVER

At the previous meeting, the Board approved the idea of rotating conferences between central Oregon, the coast, and Hood River. Dustin reached out to Best Western Hood River to start the process.

VI. SPRING CONFERENCE

The Board went over themes, and presenters, but was unable to have a full conversation due to time constraints.

VII. ADJOURNMENT

The meeting adjourned at 10:00 AM.

Note: On December 5th, 2024, Daedra motioned to round up the current donation of \$579.09 up \$0.91 to a flat \$580.00 for the Kids Chance of Oregon donation. Niki seconded and the motion passed unanimously.