

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 12-15-25

Time: 10:06 AM

I. IN ATTENDANCE

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

II. MINUTES OCTOBER 2025

Kara moved to approve the minutes from October 28, 2025; Heather seconded, and the motion carried unanimously.

III. FINANCE

Financial Reports

The Board agreed to review the Financial Report in January when Daedra is present.

Sponsorship Update

Dustin briefed Michiel on the sponsorship program. The Board agreed to review the matter in January when Daedra is present.

IV. CONFERENCE LOCATIONS

Spring 2027

The Board discussed potential locations for the 2027 Spring Conference and agreed to identify a centrally located venue for the single-day event, preferably near the concentration of members in the Valley. They considered engaging a GIS Technician to map Oregon PRIMA membership and to gather location feedback from members. Venues identified for consideration include the Crowne Plaza in Wilsonville or the Oregon Garden in Silverton. Katie agreed to reach out to the Oregon Garden.

Fall 2028

The Board agreed Fall Conference could be in more exploratory locations like Sunriver, Bend (Riverhouse), Lincoln City (Salishan), Seaside, or Sisters (Black Butte Ranch). Katie agreed to check out Black Butte Ranch.

V. 2026 CONFERENCE SPEAKERS AND TOPICS

For the 2026 Spring Education Session, the Board considered inviting Juan Benavidez to present on the use of artificial intelligence in risk management, specifically in emergency management tabletop scenarios. They also discussed convening a panel on abuse and molestation claims, with Marie offering to serve as moderator. It was noted that reinsurance markets may be willing to sponsor a speaker. The Board discussed providing a disclaimer prior to the session and scheduling it toward the end of the day due to the sensitive nature of the topic. They also considered offering a follow-up session on volunteers at the 2026 Fall Conference.

The group decided against having a theme for the 2026 Spring Conference. The Board discussed registration costs. *Dustin moved to increase registration fees by \$5, setting the rates at \$60 for members, \$80 for nonmembers, and a \$20 late fee. Michiel seconded the motion, and it passed unanimously.*

Dustin inquired about reservations at Five Pine. Katie, Marie, Kara, and Heather indicated they would stay at least Thursday night, while Luke and Michiel planned to commute.

Dustin reviewed the top choices for a keynote speaker and agreed to send out another round of voting to the Board. He will then contact the top three candidates prior to the January retreat. He continues to coordinate with Sarah Curtis.

The group discussed the Speaker Forms. Kara agreed to review them and determine whether any updates are needed before the January meeting.

The group discussed the topic of Risk Management Certification, noting that volunteer topic is more difficult to secure. Luke asked whether a centralized list exists for hard-to-find classes. Katie maintains a running list of topics to rotate through and will look into placing the document in the Teams folder. She will also follow up with the PRIMA Education Committee to explore whether they might offer reduced-cost or free webinars. The group noted that maintaining this list would be useful for future board members and for tracking resources as part of the three-year rotation plan. They also expressed interest in holding a meet-and-greet for mentors and mentees.

VI. JANUARY BOARD RETREAT DETAILS

The Board discussed holding a retreat on January 30. Dustin agreed to finalize the space reservation and send a calendar invite. The venue will provide coffee, tea, pastries, a water station, and a server for lunch orders.

The Board agreed to include student outreach, the Teams Planning Schedule, documents in Star Chapter, the website, committees, and upcoming events on the retreat agenda. They also planned to identify regular meeting dates for 2026.

VII. ADJOURNMENT

The meeting adjourned at 1 PM.