

MEETING MINUTES

OR-PRIMA CHAPTER

Date: 12-20-24

Time: 10:00 AM

I. IN ATTENDANCE

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

II. REVIEW OF MINUTES – NOVEMBER 15TH AND 27TH 2024

Daedra motioned to approve the minutes for November 15th and 27th. Chelsea seconded, and the motion passed unanimously. Heather stepped away briefly during the vote.

III. TREASURER'S REPORT (NOVEMBER)

Daedra provided a Treasurer's Report, detailing revenue, and expenses as of November 30, 2024. Daedra noted that the Deposit of \$550.71 is for the 2024 Legislative Event and not 2024 Fall Conference Registrations.

Niki motioned to approve the Treasurer's Report for November with the change to the deposit description. Dustin seconded and the motion passed unanimously.

The Board discussed the idea of moving some funds from checking into short-term, higher interest CDs with OnPoint Credit Union.

Kara motioned to allow Daedra to put up to 30k into CDs, Niki seconded, and the motion passed with Niki, Kara, Dustin, and Daedra in favor. Heather stepped away during the vote, and Chelsea abstained.

The Board discussed why Chelsea abstained. She explained that she didn't have the information needed since the topic wasn't scheduled for discussion.

Kara rescinded the previous motion, Dustin seconded, and the motion passed unanimously.

Daedra agreed to prepare information for the next meeting.

IV. BOARD MEMBER VACANCY – STATUS UPDATE

The Board noted that Katie planned to send out the ballots for Kara, Heather and Marie Hansen-Wargnier. Kara agreed to reach out to Katie to observe the process for future ballots, (ex. Chelsea in Fall 2025).

The Board clarified that Directors would continue to serve on the Board in varying capacities for as long as they are willing, after going to a vote of membership.

V. 2025 SPRING CONFERENCE

The Board discussed presenters for the 2025 Spring Conference. Some of the ideas included:

- Mental Health Session – Jason from SDAO and/or Jeff from SAIF, or Dan with CIS.
- First Amendment Auditors
- Disability Management Employer Coalition, Job Accommodation Network, or similar topic.
- Legal Update (Risk Focused)
- Panel Ideas; OSHA and/or EMS Changes
- Workers Compensation

There was additional conversation regarding courses for Risk Management Certification. A majority agreed that Fall Conference is a better opportunity to select classes specifically for the program since Spring Conference topics must have broad appeal. Kara suggested scheduling any motivational topics for Spring for this reason.

Daedra read the few suggestions received from the Fall Conference Survey. She also agreed to send out a survey to agents to solicit their input, etc.

Dustin agreed to contact someone for the First Amendment auditor topic, Daedra agreed to look for resources on accommodation or ADA topics, and Niki agreed to source an OSHA speaker.

Daedra provided an update on the food vendor. They often create custom menus as opposed to a list of practical options with costs. She agreed to collaborate with them and narrow down the options for our budget.

The Board discussed the venue for the 2026 Spring Conference, which isn't booked yet. They previously discussed Five Pines, but they aren't sure whether it will impact attendance. Holliday Inn at Jantzen Beach was listed as a viable option, too. The survey after the Spring conference could ask whether members are willing to drive to Five Pines.

Chelsea had to leave the meeting at 11:28 AM.

VI. 2025 FALL CONFERENCE

The Board discussed keynote and PRIMA Speaker's Bureau options for the 2025 Fall Conference. There was interest in all the suggested keynote presenters, along with both Amy Larson and Sharon Harris from the PRIMA Speakers Bureau. However, Dustin found out that Gordan Graham no longer offers in-person training anymore.

Niki motioned to pursue Amy Larson, JD, ARM for Risk Management is More Than Buying Insurance as a keynote and another session as a breakout. Daedra seconded, and the motion passed unanimously.

Niki agreed to reach out to Amy Larson and Tim Eggerbraaten for an updated quote. Kara agreed to get a quote from Jacy Good for the 2025 Fall Conference. Niki explained fees for Jacy may be waived due to a partnership with the Oregon Department of Transportation.

VII. RETREAT GOALS

At the previous meeting, the Board approved the idea of rotating conferences between central Oregon, the coast, and Hood River. Dustin said he reached out to Best Western Hood River to start the process. He also provided an update on the Risk Management Certification Program, noting that Katie would send all proposed documents prior to the retreat.

The Board reviewed the 2025 Goals and Task Spreadsheet in advance of the retreat in January. Niki asked everyone to review and provide input for the agenda. She reviewed the items everyone was working on:

- Speaker Agreement – Niki
- Bylaws – Niki and Dustin

- Risk Management Certification – Katie, Dustin, and Chelsea
- Timeline – Niki and Daedra
- New Member Materials – Kara and Heather
- Speaker Sign Up Sheet – Heather
- Golf Event Committee – Dustin

Dustin discussed a golf event at the 2025 Fall Conference on Wednesday morning. He asked about starting the first session a little later. The Board discussed offering lunch as a welcome reception to free up the evening and draw people in for the first session on Wednesday.

VIII. ADJOURNMENT

The meeting adjourned at 12:42 PM.

Future Meeting: January 17th Retreat