

## Oregon PRIMA Meeting Minutes

February 14, 2020

In Attendance:

|                |                |   |                |               |   |
|----------------|----------------|---|----------------|---------------|---|
| President      | Dan Davenport  | P | Vice President | Daedra Buntin | P |
| Secretary      | Kevin Jones    | A | Treasurer      | Rob Gabris    | P |
| Past President | Jamie Iboa     | P | Director       | Laurie Kemper | P |
| Director       | Bonnie Robbins | P | Director       | Marcus Pitts  | P |
| Director       | Katie Durfee   | P |                |               |   |

### I. Call to Order

11:26 am

### II. Review of Minutes

Dan motioned to approve with amendment(s). Jamie seconds. Motion passes.

### III. Treasurer's Report – Rob

\$604 above what bank remains steady (less in the bank than what our records show). Spring conference registrations have brought in \$1,240. As of February 1, 2020, total cash (spreadsheet) \$6,868.13 in bank.

Internal audit needs to be done annually via a committee of 2-3 people. External audit every 3 years.

### IV. Business

#### A. New Business:

#### 1. IRS penalty

Fine to be determined. Potential of \$300/year x 3 years = \$9000 total. Attorney doesn't think we should owe. Attorney to write letter and let us know.

#### 2. Conference Planner

Perhaps planner would have limited role. Budget NTE \$1000. Jamie will see if she has a copy of Sarah's last conference contract to share. Dan will obtain an example of a comprehensive check list should we have to move forward without planner.

**3. Update SOP's**

Should update the start dates for various activities and audit procedures. Add reminders on SOP.

**4. Approve Katie's PRIMA postcard**

Could be sent at 44 cents each via USPS, electronic only, or both. Given close proximity to conference and current finances may want to consider alternative – print & distribute card at Spring conference to advertise Fall 2020 and Spring 2021.

**5. Committee updates**

Nothing new for membership/education committee (Bonnie & Laurie), or Fun Run/Walk Committee (Katie & Bonnie)

Achievement Awards Committee (VP + 3 members). Table discussion until July.

**6. Spring Conference**

Sessions lined up. Daedra trying to get remaining session descriptions and bios.

We want to recognize long time members and new attendees at conferences. We need to review membership list and update for retirees, etc. Membership list should be split up among board members to make calls to encourage membership renewal if lapsed and encourage attendance at upcoming conferences. Membership opens 7/1.

**7. Budget/ Conference expenses? Membership/ Registration fees?**

Given current finances, funds may not be available to assist board members with reimbursement of a portion of National Conference fees as in the past. Consider registration only or up to \$500 reimbursement. Will have a final vote after Spring 2020 conference. National PRIMA does offer a scholarship – applications are due by 3/2/20.

Likely only increase registration fees at this time. We want to be able to offer more substance to members before we consider raising membership. Highlight early bird rate, and then regular rate.

Dan motioned to increase registration for Spring 2020 conference to \$75 early bird & \$95 regular. Rob Seconds. Motion passes.

**B. Old Business:**

**1. Board member status**

There was not a quorum of the board during the January 2020 meeting, so today it was motioned that Marcus Pitts be added as a Director of this board. Dan motioned, Rob seconds. Motion passes.

Laurie indicates that she will be dropping off board this Fall.

Dan notes that he may dropping off the board.

**2. Certification program**

Need additional mentors for program. Rob offers to serve as mentor for mentees from schools.

**V. Email items**

None

**VI. Future Meetings**

3/13, 4/10, 5/8, 6/12 (?)

**VII. Other business**

None

**VIII. Adjourn**

12:54 pm