

## Oregon PRIMA Meeting Minutes

May 8, 2020

In Attendance:

President	Daedra Buntin	P	Vice President	Vacant	
Secretary	Kevin Jones	P	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

11:04

### II. Review of Minutes and Approval of Minutes

Daedra motioned that the February minutes be approved with one amendment and the March minutes be approved as submitted. Rob seconded the motion; all were in favor and the motion passed.

### III. Treasurer's Report

Rob reported OR-PRIMA has a reconciled bank balance of \$5,168.29 at month's end and \$5,168.29 in its operating budget. We still do not know if the Oregon Gardens will refund our deposit from the Spring Educational Session and we still have some outstanding attendee refunds. Laurie moved the board approve the budget. Jamie seconded the motion; all were in favor and the motion passed.

### IV. Business

#### A. Board Vacancies –

##### 1. President/ VP / Past-President, refer to by-laws

Dan has stepped down from the president position, Daedra has moved into the president's position. This created openings in the vice president

position, past president position and one director position. Katie agreed to move into the role of vice president and Jamie said she was willing to stay on one more year as past president, and Laurie will consider doing the same. This leaves the one current opening of director to replace Katie.

2. Account Signatories, CC holder(s)

Rob motioned to increase the credit limit on Daedra's credit card as president to \$1700 and have a card issued to Katie as the vice president with a limit of \$500. Laurie seconded the motion; all were in favor and the motion passed.

B. Tax attorney/ IRS update

There was nothing to report at the time of the meeting. Daedra will contact Dan for an update.

C. Conferences/ Educational Sessions

1. Refund from Oregon Garden?

We have yet to hear if Oregon Gardens will refund our deposit from the 2020 Spring Educational Session. Daedra will contact them and remind them we are a non-profit and ask if they could credit this towards a future event.

2. Budget/ Conference expenses?

It appears likely the 2020 conference at Sunriver will have to be cancelled. We have already paid \$12,500 in advance of the event. We should ask for the \$10,000 back and have the \$2500 deposit applied to using the venue for a future conference. We have deposits at Salishan (2021) and the Riverhouse (2022), so we should ask to apply it for 2023.

3. Consider Webinars – online training opportunities i.e. COVID-19 series?  
It was agreed we should do this in place of the conference. Our sponsors can choose to sponsor a webinar and the speakers we had lined up may also be able to present. Daedra asked that each board member work to line up presenters as well.
4. Planner? Checklist if we have to do ourselves?  
This discussion was tabled for a future meeting.
5. COVID-19: Move forward with Fall conference or cancel/ postpone?  
Daedra will send out notification to membership notifying them the 2021 Fall Conference has been cancelled.
6. Membership & Sponsorship outreach  
Daedra will also notify them the membership renewal date has been extended when she sends notification of the conference cancellation. We will also provide opportunities for vendors to sponsor webinars

D. Social Media Presence – LinkedIn, Facebook, Instagram?

Oregon PRIMA has a LinkedIn account, although no one has been managing it Daedra has access to it and will share it with the rest of the Board. It was decided not to use other social media platforms for the time being. The goal will be to use this to grow the association in ways such as the following:

1. COVID-19 resources? Link on our website to National PRIMA's website, maybe list various resource websites? OHA? CDC?
2. Build community & network opportunities
3. Share out other educational opportunities – perhaps to aid with Risk Mgmt certification

E. SOP update planning

This discussion was tabled for a future meeting.

F. Committee updates

This discussion was tabled for a future meeting.

V. Email items

A. VI. Future Meetings: 6/11, 7/9, 8/13, 9/10, 10/8; temporarily move to Thursdays due to furloughs.

VI. Other business

VII. Adjourn

12:17