



## Oregon PRIMA Board Meeting - December 8, 2023

### 1. Call to Order

President	Niki Fisher	P	Vice President	Dustin Karstetter	P
Secretary	Kara Kerpan	P	Treasurer	Daedra Bunton	P
Past President	Katie Durfee	P	Director	Charo Miller	A
Director	Bonnie Robbins	P			

### 2. Review of Minutes: November 2023 Minutes

*Katie motioned to approve the November 2023 minutes, Daedra seconded, and the motion passed unanimously.*

### 3. Treasurer’s Report: December 2023 – Daedra

Daedra provided an overview of the Treasurer Report, and noted a few more checks needed to be deposited.

*Niki motioned to approve the November Treasurer Report, Dustin seconded, and the motion passed unanimously.*

### 4. Old Business

- Bylaws/WA Membership at OR-PRIMA - Katie

Katie asked PRIMA about members who work for a public entity in Washington. The scenario had not come up before, but they planned to discuss it at a future meeting. A majority of board members supported allowing them to remain a part of OR-PRIMA. Dustin and Kara suggested creating a membership tier for individuals.

- Retention Schedule - Kara

Kara and Niki looked into records management for membership associations, spoke to PRIMA, and reviewed the Washington PRIMA’s retention schedule. Kara proposed the following schedule:

- Bylaws and Articles of Incorporation: Until Superseded or Obsolete



- Contracts: 3 Years After Expired
- Financial Records (Bank Statements, Tax Records, Treasurer Reports): 5 Years
- Insurance Policies: Indefinite
- All Other Records: 5 Years

A majority of board members supported the proposal. There was discussion about where to store the digital records, such as an external hard drive, an independent Google Docs account, or within Star Chapter. The discussion about where to store records was tabled for a future meeting.

Charo sent an email during the meeting resigning her position on the board. Board members agreed there should be a grace period while board members transition from one agency to another. Niki agreed to work on an amendment for the bylaws.

- Vote for Treasurer Expenditures up to \$500 w/out board vote - Daedra

*Dustin motioned to allow the Treasurer to spend up to \$500.00 without prior approval from the board. Katie seconded, and the motion carried unanimously.*

- RIMS/PRIMA December Event Update - Dustin

Dustin provided commentary on the RIMS/PRIMA event, stating that it went very well. There was active involvement from attendees. Dustin noted that joint events make sense financially. Daedra agreed that it was a positive event, and suggested further partnerships for networking opportunities. Niki agreed to put on a future agenda for discussion.

## 5. New Business

- New Member Update - ?

Daedra created an application for prospective board members. Dustin sent it to two individuals, but has not heard back yet. Katie also had an individual in mind. She agreed to send out information on LinkedIn once the application was added to Star Chapter. Daedra agreed to post on the website.

- Review CC Limits and Add Card for Treasurer - Daedra

The board discussed credit card limits for certain board members.

*Daedra motioned to set the credit card limits to \$2,000 for the Treasurer, \$1,000 for the President, and \$500.00 for the Vice President. Niki seconded, and the motion passed unanimously.*

- Spring Conference



The board discussed the Spring Conference, including classes needed by those seeking the Risk Management Certification. They also discussed planning a breakout for those working on certification, organizing a Happy Hour, and partnering with RIMS. There was concern about partnering with RIMS for the Spring Conference.

There was also discussion about doing a keynote session and two shorter presentations in the afternoon.

Niki proposed to leave the contract intact for Oregon Gardens, and advertise the event with RIMS, but ask them to register with OR-PRIMA and set a cap for the number of attendees (20). Katie agreed to put together a meeting for those seeking Risk Management Certification. Daedra and Dustin agreed to explore potential locations in Silverton for a networking event, possibly Silver Falls Brewery Ale House.

The board brainstormed possible topics, and decided on a body language session in the morning, followed by de-escalation, artificial intelligence, social engineering and wildfires. Daedra agreed to look into a presenter for body language, Niki said she would check into a speaker from COSHA for de-escalation, Katie planned to talk to CIS' cyber consultant, and Bonnie agreed to check on with a Fire Marshall.

The board discussed locations for the 2025 Spring Conference. Suggestions included Five Pines Lodge in Sisters, the Portland Zoo, or Holiday Inn in Wilsonville. Dustin agreed to look into Five Pines, Daedra into the Holiday Inn and Zoo, and the topic was continued to the next meeting. Katie agreed to ask the League of Oregon Cities about their conference dates to avoid scheduling conflicts.

- Fall Conference

The board considered possible locations for the 2026 Fall Conference. Ideas included Salishan, Seaside, or Surfsand Resort in Cannon Beach and Cannery Pier Hotel & Spa in Astoria. Niki agreed to look into the costs for Seaside, and Daedra agreed to circle back with Salishan.

The board reviewed videos for possible keynote speakers, including Dave Davilin, Tim Eggebraatan, Hoan Do, and Wylie Davidson. There was interest in all the speakers, except Dave Davilin. Niki agreed to seek proposals for Tim, Hoan, and Willie.

- Meeting Schedule



The board agreed to meet 10:00 AM to 12:00 PM on the second Monday of the month, and would adjust as needed for Bonnie with potentially different days May through July.

- Membership Cap and Implementation Timeline

The board supported Dustin's proposal for new membership tiers, and number of registrants per tier as follows; Under 50k (Small), 50k - 99,999k (Medium) and 100k+ (Large); Membership Tiers of 1-5 Members are the same cost as previously approved, 6-10 is a \$25.00 additional charge, 11-15 is a \$50.00 additional charge, and 16+ members is a \$100.00 additional charge.

*Niki motioned to approve the categories and tiers as Dustin laid out. Daedra seconded, and the motion passed unanimously.*

Niki agreed to set a meeting with StarChapter to see if they can put in automatic limits. At a future meeting, the board will discuss the outstanding issues, such as how to handle individual members, retirees, and students.

- Annual Planning Schedule

Niki will send out the annual planning schedule, and ask for members to review. The board will discuss sponsorship at a future meeting as well.

The meeting adjourned at 1:03 PM.