



## Oregon PRIMA Board Retreat Meeting - November 17, 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	P
Director	Bonnie Robbins	A			

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

*Dustin motioned to approve the September 2023 minutes, Katie seconded, and the motion carried unanimously.*

### 3. Treasurer’s Report: October & November 2023 – Daedra

Daedra provided an overview of the October and November 2023 Treasurer Reports.

*Charo motioned to approve the October and November Treasurer Reports, and amend the Beginning Cash Flow Balance date to November 1<sup>st</sup> on the November Treasurer Report. Daedra seconded, and the motion was approved unanimously.*

### 4. New Business

#### A. Board Vacancy Update - Katie

Per the Bylaws, Katie is stepping into the Past President role, and Niki into President.

*Katie motioned to select Dustin as Vice President and Daedra seconded. The motion was carried with a unanimous vote.*

There was discussion about staggering election dates, updating succession language in the bylaws and adding a two-year board service requirement for the Vice President role, unless there are extenuating circumstances.



Daedra agreed to create an application for Board Directors. Everyone agreed that terms should begin and end at the time of the annual conference in October. Daedra requested that everyone email the date of when they started their board service.

Daedra noted that she updated the Annual Planning Schedule, and will create a user-friendly format.

The Board agreed that President and Vice President terms begin in October 2023, after the Annual Conference.

There was a discussion about board vacancies. Daedra agreed to send an application to Dustin once a template is created. Katie will post a notice to LinkedIn to generate interest.

*Niki motioned to promote Kara to Secretary, Daedra seconded, and the motion passed unanimously.*

#### B. OSSOA MOU – Katie

The Board discussed renewal of the Memorandum of Understanding (MOU) with the Oregon School Safety Officers Association (OSSOA). The most recent document includes an auto-renewal provision.

*Katie motioned to accept the OSSOA MOU, Niki seconded, and the motion passed unanimously.*

#### C. Executive Committees

The Board discussed the idea of creating an Executive Committee to make certain decisions when a quorum of the Board was unavailable, or when a decision is needed on short notice. There wasn't clear consensus on the idea, but some members proposed authorizing Treasurer expenditures up to a certain dollar amount without a vote to ensure bills are paid in a timely manner. Details would be included in the Treasurer's Report.

Niki summarized the next steps, and agreed to add more detail to Board roles, and delineate responsibilities. She will invite everyone to join when convening certain planning or brainstorming sessions related to the Board.

#### D. Bylaw Update

The Board hasn't held a formal, annual meeting with the membership for the last few years following covid, etc. The Board agreed that the annual conference could start at 11:00 AM on Wednesday to conduct an annual meeting to vote, cover announcements, and review accomplishments. Voting members could receive ballots in their registration packets.



Once bylaws are updated, they will need to be sent to the membership for approval.

The Board discussed the Nominating Committee, and decided to keep it in the bylaws with a few minor edits. They also agreed to retain the scholarship program, although it's not been offered regularly. Dustin suggested soliciting a sponsor to fund the scholarship, or reaching out to Oregon State University or University of Oregon to partner.

The Board agreed that records will be kept digitally, and transferred to Google Share Drive before tenure ends. They agreed that the folders needed to be cleaned up, and better organized. There was some discussion about document retention, but the topic was tabled for a future meeting.

The bylaws will be updated to minimize duties, and create a list of duties (reviewed annually) that Directors can sign up for. The Board also discussed how to handle an Oregon PRIMA member who is employed in Klickitat County, Washington. Katie agreed to follow up with National PRIMA and go from there.

#### E. Fall Conference Recap – Katie/Niki

There was discussion about what went well and what could be improved upon. The Board agreed to define responsibilities for those providing technical support, and assign two Board members per session. The Board agreed they should make a list of everything needed for attendee packets (raffle tickets, voting card, drink tickets, etc.). Everyone agreed that the conference went smoothly, and the activities were well received by attendees.

The Board discussed doing a kick off event for the next Annual Conference, perhaps on the Columbia River Sternwheeler or a train ride. They also mentioned negotiating a group rate for those who stay through the weekend.

#### F. Sponsorship – Daedra

This item was skipped in the interest of time, and will be considered at a future meeting.

#### G. Membership – Dustin

Dustin outlined his proposal to amend membership categories and the pricing structure. The idea is to attract smaller organizations with limited budgets.



*Niki motioned to adopt the following membership categories and pricing structure; \$100 registration for small governments, special districts, and schools, \$125 for medium governments, and \$175 for large governments and affiliates. Daedra seconded, and the motion passed unanimously.*

The Board agreed to discuss membership caps, and implementation date(s) at the next meeting. Dustin brought up the need to align the government members and primary contacts on accounts. Katie suggested he check notes in Star Chapter beforehand.

#### H. Contact List for Board & Who should PRIMA email go to?

The Board determined that emails for [info@prima.org](mailto:info@prima.org) will go to those with assigned roles, and can be forwarded as needed (example: Daedra will respond to financials, Dustin to membership questions, and Katie will respond to all certification inquiries).

#### I. Future Schedule

The Board discussed the schedule for future meetings, and agreed to hold them on the second Monday of the month starting in January 2024 at 9:30 for 2 hours. They also agreed all meetings will be in person with a virtual option.

The next meeting will be December 8<sup>th</sup>. They also talked about meeting at the offices of Special Districts of Oregon and City County Insurance Services in Wilsonville.

The group talked about authorizing the Treasurer to pay for individual transactions under \$500.00 without a vote, and increasing the annual debit card limit. No official action was taken.

Niki proposed that the Board meet each month, rather than taking time off. Everyone supported this idea. Dustin reminded everyone about the event with RIMS in December.

The meeting adjourned at 3:09 PM.