

Oregon PRIMA Meeting Minutes

August 9, 2019

In Attendance:

President	Dan Davenport	A	Vice President	Niki Fisher	P
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	P
Past President	Jamie Iboa	P	Director	Laurie Kemper	A
Director	Bonnie Robbins	P	Director	Daedra Buntin	P
Director	Katie Durfee	P	Guest	Sara Stevenson	P

I. Call to Order

12:08

II. Review of Minutes

A. Approval of minutes

Daedra moved the July minutes be approved as submitted. Niki 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 \$39,329.40 at month's end and \$19,862.91 in its operating budget. Katie moved that the board approve the budget. Daedra seconded the motion; all were in favor and the motion passed.

IV. Business

A. New Business:

1. Committee Updates

a) Fun Run/Walk Committee

Katie reported that everything was shaping up for the Run/Walk event. She requested the Board approve up to \$50 to be spent on miscellaneous supplies. Rob moved that the board approve this request. Kevin seconded the motion; all were in favor and the motion passed.

b) Achievement Awards Committee

Everything is in place and we are waiting for applications to review as none have been received to date. Niki will reach out to Washington County to see who they would like to receive the free conference registration as last year's recipient.

2. **Fall Conference**

a) **Finalize Agenda**

Sara passed out a draft agenda and reviewed it with the board. She has reached out to all the presenters for bios and descriptions. The panel members have not been finalized, but even without the members identified we can still draft a topic description and have something for the agenda to be posted.

b) **Assign RM Credits**

The Board reviewed each of the presentations, and assigned appropriate Risk Management Certification Credits to each one.

c) **Registration Fees**

Registration is \$150 for early bird registration and \$195 once that has ended for members; \$225 for early bird and \$275 after early bird for non-members and 50 for additional guests. Jamie moved we continue this same rate structure. Daedra seconded the motion; all were in favor and the motion passed. We will need to reexamine this next year and consider raising it as we are holding the conference in Sunriver and costs will go up. Refunds will be granted for cancellations received before September 18th, 50% refunds will be granted for cancellations before 25th and no refunds will be granted one week before the conference. This is due to needing to provide accurate meal counts to the venue.

d) **Door Prize Dollar Amount**

Traditionally we have purchased Dutch Bros gift cards and chocolate bars for raffle prizes. We would need 14 of these to cover every session. Daedra motioned to approve up to \$300 dollars to be spent on these prizes. Jamie seconded the motion; all were in favor and the motion passed. Rob motioned the board approve up to \$800 for casino night prizes. Niki seconded the motion all were in favor and the motion passed.

e) PRIMA Trivia questions

The vendor running the game has standard questions they use but we can add our own PRIMA related questions. We have some time to come up with these and members can send ideas to Sara. We could also mix in questions related to information that was covered in the presentations.

f) Scholarship recipients

There have been no submissions to date. Jamie will send out a reminder to membership.

g) Speaker Names and Contact Information

Sara has most of the information on the speakers and asked to have the balance by the end of the week to give her time to prepare the materials.

3. Sponsorship

Rob has been updating the Google spreadsheet with current paid sponsors and it should be up to date.

4. D&O

Rob has the application from National PRIMA that needs to be signed by the OR-PRIMA board president. Rob will get this to Dan and ask that he sign it. The Premium for the policy \$450. Daedra motion the Board approve \$450 for Directors and Officers insurance for Oregon PRIMA. Jamie seconded the motion; all were in favor and the motion passed.

5. Old Business:

6. Tax Attorney update

Discussion tabled till next meeting.

7. OSP Update

Discussion tabled till next meeting.

8. Potential Updraft Speaker

The board reviewed this proposal for the Fall 2020 conference and thought it looked pretty good. The fee is \$7500 for one day and Niki will ask if this can be pro-rated for a half day.

V. Email Items

There were no motions discussed via email since the last meeting

VI. Future Meetings: 9/13, 11/8, 12/13

VII. Other Business

Sara was contacted by the Riverhouse requesting to submit a proposal for our Fall 2022 Conference. Their venue has gone through significant renovations and the Board agreed there was no harm in listening to their proposal.

Niki announced that her entity has gone through a reorganization, and as a result she will no longer be able to serve on the Board. The Board will need to discuss a succession plan at the September Meeting.

VIII. Adjourn

1:28