

Oregon PRIMA Meeting Minutes

December 13, 2019

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	Katie Durfee	P			

I. Call to Order @ 11:40 am

II. Review of Minutes

Approval of minutes – will review/approve November minutes next month (Jan mtg.)

III. Treasurer's Report – Rob

\$604 above what bank says – continues. As of 12/12/19, \$6430 in bank. Salishan deposit for Fall 2021 has been paid. Star Chapter invoice has also been paid.

IV. Business

A. New Business:

1. Committee updates

a) **Sponsorship committee**

Board agrees that we need to begin reaching out to Sponsors earlier this year.

b) **Membership committee**

Recap that Bonnie and Laurie will co-manage a joint membership and education "committee"

c) **Fun Run/ Walk Committee**

Katie continues to lead with Bonnie's assistance

d) **Achievement Awards Committee - (4 people)**

Traditionally role of VP to organize and facilitate as needed

2. Spring Conference – Oregon Garden through 2021

a) **Speakers and agenda**

WC focus for Spring 2020: Loss Prevention (1 hr 15), Call Centers (1 hr 15), Life of a litigation claim (1 hr 30). Discussed starting at 8:30 am w/ 15 minute President intro and first session at 8:45 am. Consider Call centers with Eva from Washington Couty in first slot...maybe reduce to 45 minutes. Consider inviting Miller Nash to provide update regarding Employer Liability in Special Education setting (45 min). If we add this we'll need to shift schedule.

b) **AV Equipment**

We'll need to discuss purchase of second laptop, projectors and speakers at a later date due to current finances.

3. New board member ideas?

Would be best to consider a city or county representative. Discussed Marcus from City of Salem or Casey from Multnomah County. Jamie will reach out to Marcus; if he isn't interested either Daedra or Rob will reach out to Casey.

4. Budget/Conference expenses? Membership/Registration fees?

- Consider sponsorship for lunch of \$2500-\$3000 to assist with costs. Perhaps PACE/CIS could sponsor a snack, and SAIF sponsor lunch.
- Consider scaling back on food or what is reimbursed to board members.
- Need to increase registration fees, but hold off on increase of membership fees until we have more to offer our members. Dan can write an email in January regarding fee increase.
- Fall - \$150 early bird registration fee to \$225 early bird?

5. Board Meeting location – McGrath's? Others?

Continue meetings at McGrath's in Salem.

B. Old Business:

1. **Tax status reinstated.** Rob will submit taxes for CY 2019
2. **Annual board goals/charge?** Not discussed
3. **Board member terms? Consider 1 yr vs. 2 yr for all or some positions?** Not discussed
4. **MOU with OSSOA signed**
Consider other partnerships (MOUs) – Oregon Emergency Managers? LOC? AOC?
5. **Contract with Salishan 2021 signed**

V. Email items – N/A

VI. Future Meetings: 1-10, 2-14, 3-13

VII. Other business

Fall Conference:

- Consider Thursday of conference to have two (2) tracks – a school track & other track
- Add slides to sponsorship slide packet to include our partners as well as other trainings (not just OR-PRIMA trainings i.e. trainings put on by our partners)
- Raffle tickets could be sold by the bar during welcome reception & casino night. Advertise more, and earlier – add more signage.
- Speakers: Victoria Nolan? Mauricio Velasquez? Tiffany Couch? Cindy Mallic (speakers bureau for fall instead of a keynote???)
- Consider more ADA topics?

Consider starting up Monthly Newsletter for membership with industry updates, training reminders, etc. Discuss with others about what this might include. Daedra could be in charge of this.

How can we get National PRIMA more involved in local chapters? What can we learn from National to use at local chapter level?

VIII. Adjourn