

**Oregon PRIMA Board Meeting  
November 4, 2022**

**In Attendance:**

President	Katie Durfee	P	Vice President	Niki Fisher	P
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	P
Past President	Daedra Buntin	P	Director	Dustin Karstetter	P
Director	Bonnie Robbins	P	Director	Charo Miller	P

**I. Call to Order**

11:19

**II. Board Member Updates**

Board members shared personal and professional updates.

**III. Review of Minutes: September 2022 Minutes**

Katie moved to approve the September meeting minutes as submitted. Daedra seconded the motion; all were in favor and the motion passed.

**IV. Treasurer's Report: October 2022 Board Report/September Statement Balance**

Rob shared the October Treasurer's Report and September Statement Balance. The October report showed OR-PRIMA has a spreadsheet balance of \$62,889.35 at month's end and \$62,889.35 in its operating budget. The November report was still pending, but it looks like balances should be over \$30,000 post conference. WHA providing conference planning helped offset the conference costs. Katie moved to approve the October Treasurer's Report and September Statement Balance. Daedra seconded the motion; all were in favor and the motion passed.

**V. New Business:**

**A. Determine 2024 Conference Location**

Dustin is still waiting to get a quote from Sunriver, although their venue historically has been expensive and may be cost prohibitive. Everyone agreed the Riverhouse worked well for the event this year.

Eagle Crest was discussed as an option and Dustin agreed to reach out to them for a quote. There was discussion of possibly adding a golf tournament in the future. Further discussion was tabled until the January meeting.

**B. 2023 Annual Conference Location Update**

Three different options were discussed.

- We have a deposit for the Florence Convention Center, but the hotel will not be ready in time. There is a Best Western and a small hotel called Riverhouse a distance from the center as potential less convenient options.
- Another possibility is Driftwood Shores. They have a hotel and conference rooms, and all rooms have ocean views. Also, they are getting new AV equipment and their pricing seems to be in line with what we have paid in the past. Katie is planning to meet with them on Wednesday, November 9<sup>th</sup> and will report back to the board.
- Another option would be the Three Winds Casino, but the Board agreed this probably would not work for government entities.

**1. Spring Education Session: Discuss Theme & Speakers**

Topics discussed were Workers Comp, Emergency Management Fleet management (electric vehicles), and a panel to discuss updates on Paid Leave.

**C. 2023 RIMS Spring Event Update**

Dustin handed out the following proposal for a joint RIMS/OR PRIMA event.

- Date: March 16, 2023 (date may be flexible, but will occur in March).
- Time: Evening – TBD (1 hour presentation, 1 hour networking)
- Location: Lake Oswego/Wilsonville- Specific site TBD
- Agenda: Joint Risk Manager Panel Session & Networking (refreshments served)

- Topic: **What can Public/Private Sector Risk Management Learn From One Another**
- Speakers: One public, one private, one pool. (Public sector options: Eva Labonte or Mark Jennings – Washington County, Eric Machado – Clackamas County, or Michelle Cross – Multnomah County; Private Sector – TBD; Pool options – Representative from CSI.
- Venue costs: Oregon RIMS will put a deposit down for the venue and any expenses (i.e. refreshments). After event and final costs have been determined, Oregon PRIMA will reimburse Rims on a “split cost” basis based on how many Oregon PRIMA members attend.
- Registration: Rims and PRIMA will each use their own registration process. There will be a nominal fee such as \$25 for attending.

**D. Monthly Webinar Series – January Topic**

We are planning on conducting six webinars this year during the months of January, February, May, July, September, and November. If Sara Singer-Wilson is unavailable to deliver a presentation on a goals related topic in January, Dustin recommended we could have Alliant Insurance provide their session missed in November. Another option would be to ask if Nina Nelson was available to come back and repeat her conference session on the use of social media to strengthen organizational communication. Further discussion was tabled until the January meeting.

**VI. Email items – Email Action Items**

On 9/26/22 Rob motioned by email we utilize the complimentary registration not used by Loveland and Smart for a complimentary registration for the Risk Management Certification Program graduate. Bonnie seconded the motion; all were in favor and the motion passed.

On 9/26/22 Katie motioned to approve the issuance of a stipend in the amount of \$100 to cover the cost of rental car for Canopy presenter Anna

Meiners. Any costs associated outside of the \$100 to be covered by either Anna personally or her employer. Rob seconded the motion; all were in favor and the motion passed.

At the Fall Conference debrief meeting, Charo motioned Oregon PRIMA make a 10% gratuity payment to The Party Team. Niki seconded the motion; all were in favor and the motion passed.

## **VII. Other business**

- Charo proposed contracting with Nina Nelson to help improve our social media presence, she is working on a quote to help us with both our website and our LinkedIn management.
- Katie mentioned Kera Kerpan, the City Recorder/Management Analyst for the City of Happy Valley has expressed interest in filling our open board position. Kara has registered for previous conferences and is working on completing the Risk Management Certification Program. Katie asked her to submit a letter of interest for the Board to review.
- Katie will draft an email to membership to vote on Charo for the position of OR PRIMA.

## **VIII. Adjourn**

1:23

Future Meetings: January 13, February 10