

Oregon PRIMA Meeting Minutes

June 11, 2020

In Attendance:

President	Daedra Buntin	P	Vice President	Katie Durfee	A
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	P
Past President	Jamie Iboa	P	Director	Laurie Kemper	P
Director	Bonnie Robbins	P	Director	Marcus Pitts	P
Director	Vacant				

I. Call to Order

11:15

II. Review of Minutes

Laurie moved to approve the May minutes with two corrections. Daedra seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report – June report and 2019 income statement

Rob shared the June treasurer's report and the 2019 Income statement.

OR-PRIMA has a reconciled bank balance of \$4,616.50 at month's end and \$5,168.29 in its operating budget with a recurring \$604.16 discrepancy.

Laurie moved to write off the \$604.16 discrepancy as a cash versus accrual accounting error from 2018 that was never reconciled. Kevin seconded the motion; all were in favor and the motion passed. Laurie moved to approve the treasurer's report. Bonnie seconded the motion; all were in favor and the motion passed.

IV. Business

A. Board Vacancies –

1. Director position vacated when Katie moved to VP

Allen Bunch of SDAO, Steve Dobbs of Josephine County, Tom Mugleston of the City of Springfield have been mentioned as potential candidates and have voiced interest. Daedra will send out an email to membership announcing there is an opening and requesting a resume and a short message expressing why they are interested in serving on the board. The email will specify there is a time commitment and they need to be a member of Oregon PRIMA in good standing.

B. Tax attorney/ IRS update

Dan has reached out to the attorney but has not heard back from IRS to date. Daedra attempted to contact the IRS by phone but was unable to connect due to back log. She will continue to try and contact them and follow up with Dan.

C. Conferences/ Educational Sessions

1. Oregon Garden Status

Daedra contacted them and they explained we have paid two \$750 payments and they will roll one over to next year's event and apply the other one to costs of the incurred. They also said that we do not owe them any additional fees for cancelling the session.

2. Sunriver – Fall Conference Status

Daedra is trying to set up a meeting with their sales team and will update the Board on what she learns.

3. Online education opportunities – updates

Marcus and Bonnie have indicated there are vendors and speakers available to present on a variety of topics. Daedra is entering this information into a document on our shared drive as she receives it. The speakers are open to topics, so we can

share our Risk Management Certification program with them and try to find topics that have been hard to fulfill in the past. Will we host the sessions or have the presenters themselves take this on? Either way, the board should serve as a moderator at the minimum. We can record the webinars and post the recordings on our website for members to view.

D. Membership Renewal

Do we want to hold off on membership renewal until we have the online education in place? It was decided that we would open registration on September 1st but make it retroactive to July 1st. Also, it was agreed to reduce the rate by 50% for this one year given there will be more conferences. An email should go out before July 1st explaining this to membership and describing the opportunities, we are making available in lieu of the conference.

E. Sponsorship Outreach

A major incentive for vendors to sponsor is being involved with our conference. Although there will not be a conference this year, there is an opportunity to give them exposure as sponsors of the webinars.

F. Social Media Presence (LinkedIn) – Updates

There was continued discussion on building our presence on social media platforms. Daedra asked for input from the rest of the board on how this looks and how best we could move forward,

G. Committee Updates

No updates due to the suspension of our conferences.

H. Risk Management Certification Program Updates

Katie has reported some members have completed the program so the question becomes how to recognize them without the conference. It was decided we would post their names on the website and then do a more formal recognition at the next conference.

I. Achievement in Risk Management Award

Since most entities are focused on Covid, it might be a good idea to hold off this year. This would give us more time to promote the award and we could possibly make achievements during the two years eligible.

J. StarChapter – M Series Upgrade

Daedra has a Zoom meeting scheduled to outline the opportunity for upgrades. Kevin said he would join the meeting and Daedra said she would share what she learned with the rest of the board.

V. Email items

A. VI. Future Meetings: 7/9, 8/13, 9/10, 10/8, 12/10/20 *No meeting in November

VI. Other business

VII. Adjourn

12:29