

Oregon PRIMA Board Meeting

May 13, 2021 In

**Attendance:**

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

**I. Call to Order**

11:05 am

**II. Review of Minutes**

Steve moved to approve the April meeting minutes with one correction. Bonnie seconded the motion; all were in favor and the motion passed.

**III. Treasurer's Report**

Rob shared the May Treasurer's Report via email. It showed OR-PRIMA has a spreadsheet balance of \$26,972.75 at month's end and \$26,972.75 in its operating budget. Laurie moved the board approve the April Treasurer's Report. Steve seconded the motion; all were in favor and the motion passed.

**IV. Business:**

**A. Conferences/ Educational Sessions**

**1. Fall Conference 2021: Salishan, for 10/5 – 10/9/21**

**a) Survey results**

61 members responded to the survey asking how likely it was they would attend our Fall Conference. Of those, 36% said it was very likely, 39% said there was a 50/50 likelihood they would attend, 18% said there was less than a 50% chance they would, and 7% said they would be unable to attend.

**b) Next steps**

The Board considered the following points concerning the Fall Conference:

- A low percentage of responding members thought they would attend.
- The uncertainty of high enough vaccination rates.
- Feasibility and expense of a virtual or virtual/live hybrid conference.
- Budget challenged entities may not allow their employees to travel and attend.
- Salishan is an expensive venue and technology for a virtual event could add even more to the expense.

The Board agreed the desire would be to hold the conference in person, however these factors could make it challenging. One option would be to reboot this year's webinars, adding some live content and possibly opening with a fresh keynote speaker. This would allow us to keep the cost down and make it available to more members. The board agreed to revisit this after National PRIMA so Board members able to attend can offer ideas from the event we might use. Daedra will contact Salishan and let them know we will not be using their venue this year and discuss options for moving it into the future.

**2. Online education a) Lee Mun Wah's session**

This session has been completed and is ready to post. Due to the sensitive nature of the content, the board agreed members should be required to register to access the recording. This requirement would add more value to membership, and it may also make sense to

have all the sessions available only to members. Daedra will work with Starchapter to see how to get all sessions behind a login. Steve offered to help with doing that.

**b) May Session – Becky Pierson, 5/18/21 @ 9:30 am - Cyber Liability**

Bonnie will meet with Becky next week to finalize the preparation for this session.

**c) June Session – Nancy Bush, 6/23/21 @ 11 am – Wildfires: Lessons Learned**

Katie reported everything was on track for the presentation and she was scheduled to meet with Nancy a week prior to go over final details.

**d) July Session**

Bonnie has the announcement prepared for the session and will get it to Daedra.

**e) August session**

The Board agreed to take August and September off from presentations and use the time to prepare for the October virtual event. We should try and have some future upcoming webinar opportunities in mind and mention them when registration opens.

**B. PRIMA 21 – Virtual Event June 14-16 1. Board Member Reimbursements**

Daedra and Jamie have received scholarships to attend, and other board members will attend, but no one has requested reimbursement at this point.

**C. Membership Renewal**

- 1. Email announcement re: membership opening in July** Kevin will send out the announcement for registration opening and

Jamie has offered to help set it up again. Daedra will draft a message to go with the announcement.

**2. Dues/Fees?**

The Board agreed to continue offering membership at the 50% reduced rate since we continue to be unable to provide a fall conference.

**D. Sponsorships**

- 1. Discuss who we'll contact, and who will reach out** Daedra will ask Rob to update the sponsor spreadsheet and share it with the rest of the board. Plan to discuss sponsorships further at the next meeting.

**E. Risk Management Certification Program**

Katie reported no new candidates and one candidate potentially on track to complete the program prior to October. If so, we will recognize them in the same manner as last year. We could also announce the accomplishment in our virtual event.

**F. StarChapter design, M series upgrade**

The board agreed it would be beneficial to do the upgrade and refresh our website. Daedra motioned we move forward with the M series upgrade and select the Tier 2 package. Katie seconded the motion; all were in favor and the motion passed.

**G. WebinarNinja**

**1. How's it going?**

The board agreed that WebinarNinja seems to be working well after working through some initial hiccups. Daedra will contact them and ask about being able to edit sessions and address any other questions board members may have.

**2. Renewal in June?**

Daedra motioned to continue with WebinarNinja at our current package level. Laurie seconded the motion; all were in favor and the motion passed.

**H. Board vacancies coming this fall?**

Jamie and Laurie are both willing to continue on the Board, but suggested we reach out to membership and see if anyone is interested in joining. Daedra will ask members that question in her renewal message.

**V. Email items** None

**VI. Other business?** None

**VII. Future Meetings**

6/10/21, 7/8/21, 8/12/21, 9/9/21

**VIII. Adjourn**

12:09 pm