

Oregon PRIMA Board Meeting

September 9, 2021

Attendance:

President	Daedra Buntin	P	Vice President	Katie Durfee	P
Secretary	Kevin Jones	P	Treasurer	Rob Gabris	P
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

12:04

II. Review of Minutes: July & August minutes

Katie motioned to approve the July and August meeting minutes. Rob seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report: August and September 2021 Board Reports

Rob shared the August and September Treasurer's Reports showing OR-PRIMA has a spreadsheet balance of \$28,481.33 at month's end and \$28,481.33 in its operating budget. Steve moved the board approve the April Treasurer's Report. Jamie seconded the motion; all were in favor and the motion passed.

IV. Business:

A. Fall 2021 Virtual Event plans

1. Dates: 10/6-10/8/21

2. Schedule: Draft

a) Michael Fann & Marilyn Rivers can do pre-recorded sessions

Daedra shared a tentative schedule of sessions for the event with the rest of the board. Michael Fann, Marilyn Rivers, and Reinish Wilson Weier will do prerecorded sessions and Daedra will coordinate those. Katie Bonnie

can either do live or prerecorded sessions. Katie has been in communication with Nancy Solari about paying her fee and coordinating her sessions. Nancy has asked about our vision for the event, goals for attendees and issues we would like her to address. She will use this information to tailor her presentation.

b) Should all sessions be pre-recorded?

Hybrid sessions are an option which would allow members to pose questions during the prerecorded sessions. The presenter and/or a Board member can be available to answer questions and chat with audience. The sessions will need to be recorded between now and October 6th.

3. Attendee gift box (need to order ASAP)

a) Daedra ordered USPS flat rate boxes

She has 100 boxes ready to go.

b) Flat rate to mail these looks to be \$15/box

Jamie moved to authorize Daedra to spend up to \$3500 for swag for the Fall PRIMA conference. Rob seconded the motion: all were in favor and the motion passed.

4. Platform

a) Update from Marcus

Marcus shared the options of using Showcare or Webinar Ninja for a virtual event. Showcare has a lot of features including a project manager and technical support, however it would cost between \$10,000 and \$12,000 to use them for our conference. Other options include using Webinar Ninja at our current level or upgrading.

b) WebinarNinja upgrade

The Board agreed the cost of Showcare was cost prohibitive and agreed to upgrade to Webinar Ninja Plus. Rob moved to upgrade to spend up to \$1600 to upgrade to Webinar Ninja Plus. Laurie seconded the motion; all were in favor and the motion passed.

B. Membership Renewal

1. Email announcement

The email has gone out to membership

2. Daedra has gone into StarChapter and started sending renewal notices

Daedra also sent out some emails directly to individuals who haven't renewed, and we will continue to do so.

3. Reminder that all board members need to renew

The Board was reminded.

C. Sponsorship Updates

No updates

D. Risk Management Certification Program

Katie reported no updates and no candidates graduating this year, **however, there are potential graduates for next year.**

E. StarChapter design, M series

1. New project manager, Alex

2. Timeline for implementation is October

Daedra will touch base with next week to see how much time they need to prepare to go live.

V. Email items

VI. Other business

Daedra has reached out to Mark Jennings of Washington County and Eric Machado Clackamas County to see if they or anyone in their entities would

be interested in serving on the board. She will also send out a notice to membership.

VII. Future Meetings:

With limited time till the conference the Board agreed to meet Fridays at 9:00 for progress updates.

VIII. Adjourn

1:13 PM