

**Oregon PRIMA Board Meeting  
April 8, 2022**

**In Attendance:**

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

**1. Call to Order**

10:04

**2. Review of Minutes: March 2022 Minutes - Motion/Second/Vote**

Rob moved to approve the March minutes with one correction. Dustin seconded the motion; all were in favor and the motion passed.

**3. Treasurer's Report: April 2022 Board Report/March Statement Balance**

Rob shared the April Treasurer's Report showing OR-PRIMA has a spreadsheet balance of \$29,803.12 at month's end and \$29,803.12 in its operating budget. Kevin moved the board approve the April Treasurer's Report. Charo seconded the motion; all were in favor and the motion passed.

**A. New Business:**

**a. National PRIMA Conference**

Katie is the only OR PRIMA Board member planning to attend at this time. Katie also announced Laurie Olson, former Oregon PRIMA board member has been selected the National PRIMA president elect and will serve as president for the 2023 - 2024 year.

**4. Board Attendee Reimbursement**

Rob moved to approve an \$800 reimbursement for board members who attend the National PRIMA Conference. Niki seconded the motion; all were in favor and the motion passed. Historically, board members who do not attend National PRIMA are eligible for a reimbursement for the Fall

Conference for half the amount of National reimbursement. This will be a topic for a future meeting.

**B. Conference planning:**

**a. Spring 2022 @ Oregon Garden**

The Board agreed to keep the same price structure for attendees as the most recent event. Kevin agreed to work on getting the Spring Educational Session information on the website. Katie reviewed a draft agenda and the Board discussed time frames and speaker focus. Katie received a quote of \$72 to have name tags made for the newest board members. Niki motioned to approve paying \$72 dollars for the name tags. Rob seconded the motion; all were in favor and the motion passed.

- **Venue Updates**

Katie reported the contract for the June 17<sup>th</sup> event has been signed and delivered to the Oregon Garden. She confirmed offering chicken and beef for the tamales is considered two entrees and would bring the cost per person to \$27 dollars. The Board agreed to offer chicken only and not pay the additional cost. She has asked but has yet to receive an answer regarding granting access to the garden to attendees.

- **Session/Speaker Updates – Speaker Bios**

- **Needed/Session Descriptions**

**b. Fall 2022 @ RiverHouse on Deschutes on 10/12-10/14/22**

- **Venue Updates**

Everything has been secured for Fall 2022 conference at the Riverhouse. Due to a cancellation, we are now able to get the entire conference on one level and Katie will be signing an addendum confirming this change. Katie reviewed the draft conference agenda and schedule with the Board. Dustin agreed to set out the markers for the fun run and Niki is going to investigate potential routes. Niki also said she would check on having the Girl Scouts do the presentations of colors.

- **Conference Planner**  
Our conference planner had charged \$6000 for past conferences, but she would be traveling this year and not back until September, making her unavailable for much of the planning. Niki asked if the planner would be willing to lower her fee and the Board could pick up tasks that needing to be done while she was away. The Board agree to review and decide what work we could take on and what would require a planner and discuss at a future meeting. Katie said she would ask the planner if she would consider this option.

**C. Determine Fall 2024 Conference Location**

Tabled to next meeting

**D. Monthly Webinar Schedule**

**a. Review 2022 Monthly Webinar Schedule**

Katie reviewed the following schedule of webinars for the upcoming months. Each of these would be held on the last Wednesday of the month at 10:00 am:

- April: National Speaker Randy Anderson **Price of Leadership**
- May: Brown and Brown **Special events and Volunteer Risks**
- June: Skipped due to Spring Educational Session
- July: Bonnie will look into a presenter on **Homeless Camp Clean-up and Worker Safety**
- August: Niki Fisher **Safety Committee Introduction**
- September: **Cyber security**
- October: Skipped due to Fall Conference
- November: Sara Singer-Wilson **Time Management and Developing Goals/personal Action Plans**

Moderator assignments will be discussed at the May meeting.

**E. Review/Discuss RIMS MOU**

**a. Collaborate on events with RIMS – July Event**

Dustin said that if we decided to hold a joint conference in July RIMS would do most of the planning and coordination. Kevin mentioned a potential conflict as OSSOA also has their conference in July. Dustin mentioned a Top Golf event might also be something we could partner with in August. The signing of the MOU is tabled for next month.

**F. Member Roster Clean-up**

Tabled to next meeting

**G. Board Director Task Recruiting**

Katie has created a list of tasks and asked the rest of the Board to review it and see what tasks for which they would be willing to accept responsibility.

**H. Risk Management Certification Program – Updates**

Tabled to next meeting

**I. StarChapter – Membership Roster Updates**

Tabled to next meeting

**J. May Meeting – Determine In-person or Virtual**

The may meeting will be in person.

**5. Email items**

None

**6. Other business**

The Board reviewed the sponsorship level costs and benefits and agreed to keep them the same for the upcoming year.

**7. Adjourn**

11:27

**Future Meetings: 5/13/22 (In-person), 6/10/22 (?), 7/8/2**