

**Oregon PRIMA Board Meeting  
May 13, 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
Director	Steve Dobbs	P			

**I. Call to Order**

11:12

**II. Review of Minutes: April 2022 Minutes - Motion/Second/Vote**

Dustin moved to approve the March minutes with two corrections. Niki seconded the motion; all were in favor and the motion passed.

**III. Treasurer's Report: May 2022 Board Report/April Statement Balance**

Rob shared the May Treasurer's Report showing OR-PRIMA has a spreadsheet balance of \$30,180.54 at month's end and \$30,180.54 in its operating budget. Kevin moved the board approve the April Treasurer's Report. Daedra seconded the motion; all were in favor and the motion passed.

#### IV. New Business:

##### A. Conference planning:

##### 1. Spring 2022 @ Oregon Garden

The agenda and speaker bios have been completed and updated and added to the conference information on our website. An event reminder email will go out to membership soon. The Garden access is managed by a different entity than the event planners which makes having garden tours available to attendees a challenge. The board agreed to add a question to the survey to gauge interest in this and decide if it is worth pursuing for future events. Katie reviewed the agenda and schedule with the Board. Katie will moderate the session on **Navigating the Unknown with Current Workplace Challenges**, Bonnie will moderate **OR-OSHA Rules & Legislative Updates**, and Rob will moderate **Workplace Considerations for Minors and Volunteers**. The panel members will each present for 20 minutes then leave time for questions. We typically reserve 10 hotel rooms and will do so this year, then review and decide if this makes sense to continue in the future. Katie purchased name tags for the newest Board members, but they are a different style than we have purchased in the past. She asked if we should replace those to make all the name tags match. Katie motioned spending \$50 to buy matching name tags. Rob seconded the motion; all were in favor and the motion passed. Our banner still has the old logo on it, so Niki motioned to purchase an updated banner. Dustin seconded the motion; all were in favor and the motion passed. Katie motioned to spend \$25 on a door prize gift basket. Niki seconded the motion; all were in favor and the motion passed. Kevin will register the speakers as complimentary, and Katie will send an email to each of them with their session times and other details.

## **2. Fall Conference**

Katie reviewed the conference agenda and schedule. Katie said she would like to put together a timeline road map to keep our planning and preparation on track.

### **a) Conference Planner**

The Board reviewed the tasks necessary to organize and present a successful conference. Niki has spoken with WHA about potentially helping with some of our planning. The Board agreed the conference planner is crucial for the onsite and venue work during the conference, but much of the work leading up to the event can be done by the Board. Dustin motioned to move forward with using WHA for conference planning. Charo seconded the motion; all were in favor and the motion passed. Whether to increase the cost of registration or keep prices the same was discussed. The Board agreed to table the discussion to a future meeting.

### **b) Document: Sponsorship Levels**

Katie created a document outlining the different sponsorship levels and shared it with the board.

### **c) Discuss Scholarship, Achievement Awards**

Tabled discussion.

### **d) Discuss Run/Walk Event and Welcome Reception**

Dustin agreed to moderate the fun run for the conference.

## **B. Future Monthly Webinars**

### **1. Update to Webinar Series**

Katie reviewed the upcoming webinar schedule. Some potential speakers charge fees and the Board agreed to hold off on scheduling any of those speakers until we have a better idea of our finances.

**C. Determine Fall 2024 Conference Location**

Dustin agreed to research options and reach out to potential venues for proposals.

**D. OR PRIMA ListServ for RM Chat/Resources**

**E. RIMS**

**1. MOA**

The Board agreed to enter a one-year MOU between OR PRIMA and Rims. Part of the agreement included 3 complimentary registrations for each Board to attend the other organization's conference.

**2. Summer Partnering Event**

A Possible TOP Golf event in August was discussed.

**F. Membership Roster**

Issues such as member registration covering everyone in their entity were discussed. Dustin will continue to work on cleaning up the roster and moving members to non-member status where appropriate.

**G. Director's Task Recruitment**

Tabled discussion

**H. June Meeting**

The Board scheduled a meeting on June 2<sup>nd</sup> as a placeholder to cover final details of the Spring Educational conference if needed.

**V. Email items**

Rob shared a statement through email on April 21<sup>st</sup> from First Intestate authorizing Niki to be a signer on our account and be issued a credit card.

**VI. Other business**

Katie asked the rest of the Board for ideas to share with National Prima on ways they can better help support us. The following were some suggestions:

- More access to webinars
- More regional speakers in the speaker's Bureau

- Can they tell us how many antional PRIMA members are from Oregon?

**VII. Adjourn**

1:20

**VIII. Future Meetings: 6/17/22, 7/8/22, 8/12/22**

July and august will be virtual meetings and September will be in person.