

**Oregon PRIMA Board Meeting
July 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	P	Director	Dustin Karstetter	P
Director	Bonnie Robbins	P	Director	Charo Miller	P

I. Call to Order

10:10

II. Board Member Updates

Board members each shared personal and professional updates.

III. Review of Minutes: May 2022 Minutes

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

IV. Treasurer's Report: June 2022 Board Report/May Statement Balance

Rob shared the May Treasurer's Report showing OR-PRIMA has a spreadsheet balance of \$34,504.70 at month's end and \$34,504.70 in its operating budget. Katie moved the board approve the April Treasurer's Report. Niki seconded the motion; all were in favor and the motion passed. Dustin asked about updating the sponsorship documents and Daedra added another column to the Fall Conference Sponsorship document to keep track of the appropriate Board member contact.

V. New Business:

A. Conference planning:

1. Fall 2022 @ Deschutes Riverhouse on 10/12-10/14/22

a) Venue Updates

- Katie found a vendor that would run a photo booth for \$800 dollars. Party Works the vendor that provides our casino night, charges \$1000 for a similar booth. Katie will go back to Party Works, and she see if she can get them to lower their price to \$800.
- Katie was also able to secure City of Bend law enforcement to do the color guard for the event.
- Katie presented a catering menu from the Riverhouse. The board will decide on the menu for fall conference at the August meeting. Members were asked to review the menu and come prepared to make recommendations.
- Katie will be meeting with representatives from the Riverhouse on July 19th at 3:15 and invited other Board members to join if they are available.

b) Speaker Updates

- Katie will go back to Dean from National PRIMA to discuss a topic for his breakout session. He suggested a session on Presentations however, he had covered this topic the last time he was here.
- Dustin is working on a speaker for mental health and will report back.
- Daedra is waiting to hear back from the HR Updates Speaker and doesn't anticipate any issues finding someone who will be available.

- Board members who are coordinating with a speaker should request session descriptions and Bios. Niki volunteered to compile the information and work on an agenda.

c) Sponsorship Levels/Associated Attendees

The board discussed adding a level for sponsorship that allows an unlimited number of attendees to the conference and adjusting another level to have a limit 10. The Board decided to discuss this after the Fall Conference as some sponsors have already committed under the current level structure.

d) Conference Planner

Katie will create a task list for what we would like WHA to do for us as the planner for the fall conference. Niki will use that to work with Lorin at WHA to work out the details.

e) Registration

Membership registration is now open and will remain open for 90 days. Daedra motioned to increase the cost of conference registration to \$10 for members, \$20 for non-members, and \$15 for guests at the dinner. Niki seconded the motion; all were in favor and the motion passed.

f) Scholarship, Achievement Awards, RM Certification Recognition

- Niki will work to coordinate the scholarship/achievement awards committee. The committee discussed having a scholarship to the conference that sponsors could provide. Further discussion was tabled for future meetings.
- Katie reported there are two candidates graduating from the Risk management Certification program.

g) Run/Walk Event and Welcome Reception

Katie has a checklist and much of the supplies from our previous walk/run events. Niki will complete the Bend Park and Recreation paperwork and has a map of the route. Dustin will put up flags that morning. The committee discussed ordering flags to mark the trail with our logo. Katie mentioned having a theme, perhaps 80s. Katie will schedule a meeting to discuss the walk/run further.

B. Future Monthly Webinars

1. Update to Webinar Series

- Randy Anderson will be providing the July 27th webinar. Daedra will show Katie and Niki how to upload. Kevin will put out an announcement.
- There is an upcoming Webinar Ninja training session Board members are welcome to attend and will be available for 48 hours after for those who can't make it.

- Katie shared a schedule of potential upcoming webinars
- Sara Singer charges \$400 for a pre-recorded webinar. We will wait to see if we want to offer that after the fall conference.

C. Determine Spring and Fall 2024 Conference Locations

Dustin is researching Mount Hood Conference Center for 2024. He has contacted them for introductory quote information and is waiting to hear back. He did share the venue has a golf course and restaurants. He will provide an update at the August Board meeting.

D. RIMS

1. Finalize MOA

RIMS board meeting is at the end of June. They told Dustin they would like a “looser” agreement, and he is working on defining what exactly that means.

2. Summer Partnering Event Update

The golf tournament is 8/23. Given the short timeline it may require some flexibility regarding partnering this year.

E. Membership Roster and LinkedIn Membership

A LinkedIn link should now be active on our website. Dustin explained that it is not easy to add people to the PRIMA LinkedIn. They must be a personal contact first; we cannot simply export a list to compare to current membership.

Dustin continues to work on the membership roster and feels it is current but will need to revisit it after registration closes in 90 days.

F. Director's Task Recruitment

Discussion was tabled for a future meeting.

G. Board Opening

Discussion was tabled for a future meeting.

VI. Email items

None

VII. Other business – Chapter Leadership Meeting Update, Niki/Katie Credit Cards

VIII. Adjourn

12:02

Future Meetings: 8/12/22 (Virtual), 9/9/22 (In-person)