

**Oregon PRIMA Board Meeting  
August 12, 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	A	Director	Charo Miller	P

**I. Call to Order**

10:02

**II. Board Member Updates**

Board members each shared personal and professional updates.

**III. Review of Minutes: July 2022 Minutes**

Katie moved to approve the July minutes. Charo seconded the motion; all were in favor and the motion passed.

**IV. Treasurer's Report: August 2022 Board Report**

Rob shared the July Treasurer's Report showing OR-PRIMA has a spreadsheet balance of \$39,169.65 at month's end and \$39,169.65 in its operating budget. Dustin moved the board approve the April Treasurer's Report. Niki seconded the motion; all were in favor and the motion passed.

**V. New Business:**

**A. Conference planning:**

**1. Fall 2022 @ Deschutes Riverhouse on 10/12-10/14/22 • Venue Updates**

Katie met with the planner at Riverhouse and went on a walkthrough of the facility. She will bring a map of the venue to the September meeting to share with the Board. The Board reviewed the meal options and selected options for each day. The Board also agreed to include a question about dietary

restrictions to future announcement emails to membership. She also shared the rates for audio visual equipment. The Board agreed to bring laptops, power strips, projectors, and extension cords to reduce the equipment charges. We only to pay for technical assistance for an hour or so Wednesday and Friday but would probably need a full day on Thursday. There is a four-hour minimum however, so it would probably best to just ask for help on Thursday.

**a) Speaker Updates**

Niki asked that board contacts touch bases with their speakers and ask if they have any equipment or technology needs. She has created a spreadsheet to keep track of this information. Katie has created a PowerPoint template for all speakers could use with their presentations. The Board agreed this was a good idea. Dustin is working on trying to get someone from Providence in the Bend area to speak on Mental Health. Daedra is working on the details on the Paid Leave presentation. Katie reminded Board contacts to reach out to their speakers and request bios and presentations and have them by August 24<sup>th</sup>.

The Board also discussed photo booth options and tabled the decision to the September meeting.

**b) Sponsorship Updates**

Rob presents a spreadsheet that showed the sponsors that have committed to sponsoring and those that have made payments already. To date, we have received \$11,500 in sponsorship payments. Historically we have received approximately \$25,000 in sponsorships. The Board agreed to reach out to potential sponsors

with whom they have contacts with the goal of bringing the total to \$20,000.

**c) Conference Planner**

WHA is going to help with the registration table at the conference. Niki is coordinating this and has set up a meeting with her and Katie to meet with them to discuss what we would like them to do for us.

**d) Registration**

Registration is open and we will send out a reminder announcement email with a draft agenda and other information soon.

**e) Scholarship, Achievement Awards, RM Certification Recognition**

We will send out an email asking members if would like to serve on the Achievement Awards committee.

**f) Run/Walk Event and Welcome Reception**

We need to set up a short meeting to iron out details and discuss possible themes. Banners with our logo would be cost prohibitive but the board decided on a high visibility solid color such as neon green or yellow. This should make them more visible given lighting is limited at that time of day.

**g) New Banner**

The board agreed to put the mission statement and new logo on the new banner and agreed to take out "Our mission is to..." at the beginning of the statement to increase the emphasis of the statement.

**B. Future Monthly Webinars**

**1. Update to Webinar Series**

Daedre has reached out to Brown and Brown to do a prerecorded webinar for September. She has asked for a session description and photo that we can include in the announcement email.

**C. Determine Spring and Fall 2024 Conference Locations**

Dustin has found the event representatives at the Mt Hood conference site have not been responsive to his inquiries and hopes to have information by the September meeting. He raised the concern that this lack of responsiveness might indicate that they are not a good choice. Sunriver and Riverhouse were discussed as possible options.

**D. RIMS**

**1. MOA Updates and/or Finalize**

RIMS is less interested in a formal MOU and would like to do a joint meeting with us in March 2023. Further discussion was tabled to the September meeting.

**2. Summer Partnering Event Update**

Further discussion was tabled to the September meeting.

**E. Membership Roster**

Further discussion was tabled to the September meeting.

**VI. Board Opening**

An email will be sent out next week notifying membership of the opening and asking if there was interest in serving.

**VII. Email items**

Niki motioned via email to approve the purchase of 1 retractable banner in the amount of \$292.00 plus shipping. Rob seconded the motion; all were in favor and the motion passed.

**VIII. Other business – Chapter Leadership Meeting Update**

Chapter representatives shared the information about their chapters including a wide variety differences among the different chapters including their size.

**IX. Adjourn**

11:53

**Future Meetings: 9/9/22 (In-person at SDAO), November 10 (Virtual),  
December 9**