

**Oregon PRIMA Board Meeting  
September 9, 2022**

**In Attendance:**

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

**I. Call to Order**

10:18

**II. Board Member Updates**

Board members shared personal and professional updates.

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

Katie moved to approve the August meeting minutes as submitted. Charo seconded the motion; all were in favor and the motion passed.

**IV. Treasurer's Report: September 2022**

The August treasurer's report was unavailable for the meeting.

**V. New Business:**

**A. Conference planning:**

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

We will be sending out another meeting announcement soon followed by weekly emails leading up to the conference. The League of Oregon Cities will be having their conference the week prior creating some competition for attendees. The board finalized the meal choices for the conference. Katie asked which board members would need room reservations and if so for which nights. The board also agreed to place "new bee" stickers on the badges of attendees who are attending the conference for the first time. A follow-up

meeting was scheduled for ~~September~~October 7<sup>th</sup> to finalize details as we get closer to the conference.

**2. Venue Updates**

Katie presented a brochure from the Riverhouse showing the venue layout and meeting room locations. Clarification was made to a few outstanding items from the August meeting; m-~~They offer~~ meal accommodations are offered for dietary restrictions depending on the meal selection, and,- There is a \$125 ~~an hour~~ bartender fee and a \$600 bar minimum, plus service fee~~fee~~. The board finalized meal and welcome reception details. Brown and Brown will have a reception Thursday after the day's sessions.

**3. Speaker Updates**

Niki has all the speaker bios and needs session descriptions on two of the sessions. Katie also asked speaker contacts to ask their speakers about room AV needs and any dietary restrictions.

**4. Sponsorship Updates**

Rob had emailed the board reporting we had received over \$30,700 in pledged sponsorships which is the second highest we have received in the last five or six years.

**5. Conference Planner**

WHA will have 3 or 4 people to help with registration and other tasks for us at the venue. Niki asked contacts to ask their speakers what technology needs they have and to add them to the spreadsheet.

**6. Registration**

There were 27 attendees registered at the time of the meeting.

**7. Risk Achievement Award, RM Certification Recognition**

There was one application from State of Oregon Risk Management's Risk Consulting Unit for the Achievement in Risk Management Award. The board agreed to recognize this achievement and present a representative with a plaque at the conference. Katie will order a plaque for this and plaques for the Risk Management Certification recipients. In 2019 Jason ~~M~~ead accepted the Achievement in Risk Management on behalf of the City of Eugene but was unable to accept the free attendance at the 2020 conference due pandemic's cause for conference cancellation ~~to COVID~~. Jason has since left the City of Eugene and therefore we will offer this to another member of the entity.

**8. Run/Walk Event and Welcome Reception**

Niki said the route has been mapped out for the event. Katie will bring water bottles for participants and we will get donated swag from vendors. Katie motioned to approve up to \$100 for route flags and other supplies. Dustin seconded the motion; all were in favor and the motion passed.

**9. Registration Board Contribution**

The board previously had approved an \$800 reimbursement to Board members who had attended National Prima. Katie motioned to approve OR PRIMA cover conference registration and room charges for board members who had not attended National PRIMA. Niki seconded the motion; all were in favor and the motion passed.

**10. Board Conference Tasks**

Table to ~~September~~ October 7<sup>th</sup> meeting

**B. National PRIMA D&O Insurance**

Katie said a decision needed to be made on this today, September 9. She moved for us to pay \$450 to National Prima for Directors and Officers insurance. Kevin seconded the motion; all were in favor and the motion passed.

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**C. Monthly Webinar Updates**

There was no new information to report regarding the September webinar. Katie reached out to Alliant for a November webinar, and they offered presentations on **Generational Differences and Succession Planning or Mentorships**. The group agreed to ask them to present on **Generational Differences and Succession Planning**.

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**D. Determine Fall 2024 Conference Location**

Dustin has given up trying to get information from the Mt Hood venue due to lack of response from them. He reached out to representatives at Sunriver, and they expressed interest in having us hold an event there. They asked for some historic information about us and preferred dates and an approximate number of rooms we would need. The board agreed to move forward with trying to secure their venue for our 2024 conference. Katie was in Florence recently and the new hotel planned across from the convention center in town has not begun construction to date, however, there are other accommodation options available if the hotel is not completed in time for the 2023 annual conference. The event director she had been working with intially had retired, so we will have to start over the planning with new staff.

**E. Board Opening Vacancy**

Katie has reached out to several chapter members but so far has been unable to find any interested candidates. Hopefully, we can generate some interest at our upcoming conference.

**VI**      **Other business – April 14, 2023 Date for Spring Education Session**

We are set with our date, and it will not conflict with any League of Oregon Cities events. The venue has a \$2500 minimum fee which is in line with what we have spent in the past.

**VI. Adjourn**  
11:47

**Future Meetings: November 10 (Virtual), December 9 (Virtual)**

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