

**Oregon PRIMA Board Meeting
January 13, 2023**

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	P
Director	Bonnie Robbins	P	Director	Charo Miller	P

I. Call to Order

10:04

II. Board Member Updates

Board members shared personal and professional updates.

III. Review of Minutes: November 2022 Minutes

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

IV. Treasurer's Report: January 2022 Board Report/December Statement Balance 2022, Income Statement 2022

Rob shared the January Treasurer's showing OR-PRIMA has a spreadsheet balance of \$32,920.76 at month's end and \$32,920.76 in its operating budget. Bonnie motioned to approve the treasurer's report and remove the \$53.03 unaccounted for on the report. Niki seconded the motion; all were in favor and the motion passed.

V. New Business:

A. Board Position Updates

1. Review and Approve Election Results for Board Director, Charo Miller

Tabled to February meeting.

2. Review Letter of Interest Vacant Board Position

The Board reviewed the letter interest from Kara Kerpan Happy Valley for the open director's position. Katie moved the Board welcome Kara Kerpan to fill the vacant position. Rob

seconded the motion; all were in favor; and the motion passed. Niki and Katie will contact Kara and set up a meeting to cover expectations, bylaws, etc. and welcome her to the board.

B. Conference planning:

1. Spring 2023 @ Oregon Garden

a) Venue Updates

Katie asked about purchasing some passes for the garden and then raffling them off to attendees and possibly seeing if a sponsor would purchase them. The Board agreed this was a good idea.

b) Session/Speaker Updates

Niki provided a template agenda for the session. Katie will check with Daedra regarding a speaker from SBH for a Liability and Work Comp General Legal Update and move the Paid Leave topic to the Fall conference when it will be timelier. For the electric vehicle session, Bonnie will reach out to someone from the State, Katie will do the same for the city and Dustin will contact someone to represent the county perspective.

2. Fall 2023 @ Florence

a) Venue Updates

Katie finalized the contract with Driftwood Inn, and the discussion went well, and they were very accommodating. They are requiring a \$1,000 deposit to hold 105 of their 120 rooms for us up till 21 days prior to our event. After that they will release the rooms to the public. This makes it important for us to give members plenty of time to register. She also confirmed we will get a refund of our \$2,500 deposit for cancelling our reservation for the Event Center at Florence. We can reserve a set number of reservations for dune rides on

the dates we choose once they open for the season in February. Unfortunately, the LOC conference occurs in the same week as our conference. Meaning it is important we begin promoting our event soon after our Spring Education Session and promote our event using the dune rides as a feature.

3. Fall 2024 Conference Site Proposal

Dustin shared a proposal from Eagle Crest for the cost of lodging and the rent of the facility. Eagle Crest did not include estimates for food and beverage due to the unpredictability of these costs this far out. They provided a menu with current costs with understanding that cost could go up by as much as 25%. They don't have the week we normally meet available; however, they do have the week prior and the week after open. Katie will check with LOC to see if they have set their date to see if there is a potential conflict. The Board agreed to revisit this in February.

C. Update RIMS Partnering Event

Dustin reported RIMS is working on securing a site somewhere between Wilsonville and Lake Oswego. They are also trying to line up speakers. Dustin said we should be able to send out a save the date sometime in February. March 16th is the tentative date for the event.

D. Monthly Webinar Schedule

1. Discuss January's Webinar

Nina Nelson will present on Social Media in January and Charo said she could moderate the session. Katie will meet with Nina to discuss what to expect from the webinar platform.

2. Review/Finalize 2023 Monthly Webinar Schedule

Katie proposed moving away from holding webinars moving forward due to the drop in attendance and the amount of time required to conduct them. She suggested having one more in May or July and suggested surveying membership at the

conference to gauge interest. There may be some interest from members who need credits for their Risk Management Certification. The Board agreed this was a good plan.

E. Review/Discuss Tiny Unicorn Marketing Contract, Nina Nelson

Katie shared the proposal from Nina for updating our website and helping with our social media platform. Katie motioned to approve the Marketing Consultation And Plan portion of her proposal for \$500 and discuss the other options and with her later. Niki seconded the motion; all were in favor and the motion passed.

F. Updates - Risk Management Certification Program

Katie shared that there are two new candidates that have recently entered the program.

VI. Email items – Donation Behalf Bend Police Department

Katie moved to reroute the donation originally intended for the Bend Police Department to the Central Oregon Chaplaincy. Dustin seconded the motion; all were in favor and the motion passed.

Katie moved to accept the proposal from Driftwood Shores for the 2023 Conference by email. Rob seconded the motion; all were in favor and the motion passed.

VII. Other business – Member Roster Clean-up

We have currently have 93 expired memberships. Dustin said he would go in and sort through this and create a spreadsheet to review at the February meeting.

VIII. Adjourn

11:41