

**Oregon PRIMA Board Meeting  
March 16, 2023**

**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
Director	Kara Kerpan	A			

**I. Call to Order**

10:00 AM

**II. Review of Minutes: February 2023 Minutes - Motion/Second/Vote**

Katie moved to approve the September meeting minutes with one correction. Rob seconded the motion; all were in favor and the motion passed.

**III. Treasurer's Report: March 2023 Board Report/February Statement Income Statement**

Rob shared the March Treasurer's report showing OR-PRIMA has a spreadsheet balance of \$34,570.69 at month's end and \$34,570.69 in its operating budget. Daedra motioned to approve the treasurer's report. Charo seconded the motion; all were in favor and the motion passed.

**IV. New Business:**

**A. Conference planning:**

**1. OR PRIMA/RIMS Special Networking Opportunity**

The Board confirmed everything was set for the event. Dustin will confirm RIMS will be using the same type of name tags PRIMA is providing for our member attendees.

**2. Spring 2023 @ Oregon Garden**

Kevin will work with Katie on sending out a reminder to membership through StarChapter. Katie will post a reminder on LinkedIn and encouraged board members to promote it.

**a) Session Moderators**

Katie will start the day with the President's welcome and introduce the first speakers. Daedra will moderate the 12:30 session on **Legal Updates** and Dustin will moderate the afternoon **Fleet Management** presentation.

**b) Food Arrangements**

The Board agreed on the Tailgater option for lunch which includes Brownies. Katie will ask if they can leave the brownies for an afternoon snack. The group also decided to not provide breakfast for the event.

**c) Speaker Bios/Headshots**

Katie asked speaker contacts to get presentations to Niki by March 24<sup>th</sup> so she can add them to our website. Kevin will register all speakers as so the system will print name tags for them. Katie motioned to approve \$35 to purchase chocolate bars and coffee cards as speaker gifts. Dustin seconded the motion; all were in favor and the motion passed. Katie will bring PRIMA coffee mugs to pass out to attendees. Katie will bring one copy of the agenda for each table to limit the amount of paper used.

**d) Table Ice Breakers**

Daedra and Charo will work together to print some conversation cards with starter questions and little games as ice breakers for each table. Dustin has prepared a post conference survey and will print copies to bring to the event and Charo volunteered to print the nametags for attendees.

**3. Fall 2023 @ Florence**

**a) Conference Start Time**

Katie contacted Sandland Adventures about scheduling dune rides and learned that we would need to have everybody ready by 3:30 which is the last afternoon ride

time. This would mean our conference start time would move to noon.

**b) Wednesday's Signature Event**

Sandland offers a fast buggy and a scenic buggy option. We would have to have people sign up for rides when they register so we can reserve the buggies in advance. We could see if one or more of our sponsors would pick up the cost, although Dustin pointed out we need to be cautious given if the event is cancelled due to weather, we would lose out on potential sponsorship dollars. He will add a question to the Spring survey to gauge attendee interest in dune rides.

**c) Party Team Proposal**

The total for the proposal was \$7755 and includes 4 blackjack tables. Dustin suggested eliminating the roulette table and adding back the blackjack table. The Board agreed to go with that package, **The Survey Says** game, and photo booth.

**d) Discuss Keynote Speaker Line-up**

Katie shared the planning guide for the conference agenda and confirmed she was able to secure Maria Robinson as a keynote speaker. Maria will also be available to present another session at the conference which will be a continuation of her first presentation. Karen Caterino had been scheduled to do a webinar for us in November and she could present on **Generational Issues**. Deadra shared that Joe Estes out of Richland spoke at GOSH and would be a good option possibly as a keynote. Katie also suggested **Mental Health** as a keynote emphasizing the importance of taking time away from work to decompress and follow this with a breakout that discusses the benefits of EAP programs. A **PTSD Presumption Panel** for Thursday and a DEI presentation possibly with an examination of the **Return**

**on Investment on DEI** programs were discussed. Niki will work on securing a presenter for the DEI session. Deadra mentioned Andy Rohner and Toni King-Byous of SAIf have updated their presentation and might be available to present again. Bonnie had suggested **Risk Transfer and Risk Financing** for **Contracts and Grants** and **Cool Tool for Preventing Work Comp Claims** as potential topics. **Volunteer Coverage , Best Practices for Volunteers** and **Playground Safety and ADA Compliance** would help fill needed for Risk Management Certification candidates.

#### **4. Fall 2024 Conference Site Proposal**

Dustin shared proposals from Hood River Best Western and Eagle Crest Resort. Eagle Crest is the less expensive option, but their only available dates during that time period is 9/30-10/4. This would conflict with the Emergency Managers, Oregon Recorders, and the League of Oregon Cities conferences. The Board agreed to pursue Hood River for 10/18- 10/20 dates. Dustin will follow up with his contact at the venue.

#### **B. Update to WebNinja**

Katie has contacted WebNinja and let them know we are cancelling our subscription. This means we will lose access to our recorded sessions through them, so she will download those before that happens.

#### **C. Discuss Member Roster Clean-up**

Dustin and Niki have changed the setting on Starchapter to move members whose memberships have expired, to non-member status. He will send out another updated roster of members and non-members to the rest of the Board.

**V. Email items –**  
None

**VI. Other business –**  
None

**VII. Adjourn**  
11:51