

**Oregon PRIMA Board Meeting
May 11, 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	P	Director	Charo Miller	P
Director	Kara Kerpan	P			

I. Call to Order

10:37

**II. Review of Minutes: March 2023 Minutes/Approve for Minutes 4/15/23
Spring Event**

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

III. Treasurer's Report: May 2023 Board Report/April Statement Balance

Rob shared the January Treasurer's showing OR-PRIMA has a spreadsheet balance of \$34,570.69 at month's end and \$ 34,570.69 in its operating budget. Katie motioned to approve the treasurer's report and remove the \$53.03 unaccounted for on the report. Kara seconded the motion; all were in favor and the motion passed. The Board thanked Rob for his years of service as treasurer and thanked Daedra for assuming the role. The two will do a joint report in June.

IV. New Business:

A. Conference planning:

1. Fall 2023 @ Driftwood Shores Resort in Florence, Oct 11-13

a) Discuss Theme

Katie suggested Restoration as a theme, helping find balance between life and work and suggested we give related gifts to attendees. The Board agreed with this as the theme for the event.

- b) Conference Attendance Fee**
Last year it we charged \$160 for members and \$215 for nonmembers. Katie moved this year we charge \$175 for members with \$230 for late registrations and \$250 for nonmember and \$275 for late registrations. Dustin seconded the motion; all were in favor and the motion passed.
- c) Call for Presentations/Fall Conference Session Update**
Katie shared the planning guide for the conference and the Board decided there was no need to do a call for presentations as all the slots are filled. The Board discussed moving the start time to noon allowing the first two presentations to end by 2:45 PM which would give people time to arrive to the dune rides then back in time for our welcome reception.
- d) Approve Keynote Agreement – Tara Rolstad**
Katie moved to approve the agreement with Tara Rolstad as a keynote speaker. Dustin seconded the motion; all were in favor and the motion passed.
- e) Opening Date for Conference Notification/Registration**
The goal will be to have everything in place by the end of June and open member registration July 1 and begin promoting the conference.
- f) Achievement in Risk Management Award Committee**
We need to advertise the program early send out notices to membership. Once we have a sense how many candidates there are we can then decide on a committee. We can promote by asking agents and brokers if they are aware of entities deserving nomination.

B. Discuss Fall 2025 Conference Location

Eagle Crest, Riverhouse, Seaside, Newport and other potential coast venues were all discussed as potential options. Eagle Crest doesn't have our week available for 2025, however, Dustin will contact them and ask about availability for 2026.

C. Membership Renewal

1. Membership: Determine Dues/Fees and Discuss StarChapter Options

Katie motioned to leave membership open all year and have members renew annually from their registration date if Starchapter will allow it. Niki seconded the motion; all were in favor and the motion passed.

Niki and Dustin will follow up with Starchapter and we will send out a notice to membership on June 1st.

2. Dustin: Prior Dues and Approval

Niki motioned to increase membership next year by 10 dollars. Daedra seconded the motion; all were in favor and the motion passed.

3. Open Registration Period for

Katie motioned to keep registration open year-round and have notices sent out when their renewal is new. Niki seconded the motion; all were in favor and the motion passed.

4. Member Email Announcement

Dustin and Niki will send out a notice to membership about change on June 1st.

5. Job Announcements

Tabled to a future meeting.

D. Sponsorship Levels

1. Determine Current Levels

The board discussed adding a higher sponsorship level and restructuring the other level price points and number of free

conference attendees. Niki moved to adopt the following sponsorship structure:

- \$5000 5 attendees Diamond
- \$2500 4 attendees Platinum
- \$2000 3 attendees Crystal
- \$1500 2 attendees Gold
- \$1000 1 attendee Silver
- \$500 0 attendees Bronze
- \$250 (Possibly add next year)

Rob seconded the motion; all were in favor and the motion passed. There was also discussion regarding having vendors sponsor certain things or events at conferences. However, we need to be thoughtful about this as much of this is already paid for with sponsorship dollars.

E. Board Vacancy and Membership Notification

Katie will work with Kevin to send an email to membership announcing the vacancy.

F. Social Media Contractor – Billing Change

Niki motioned to approve Nina with tiny unicorn to bill up to 10 hours a month outside of the existing contract. Daedra seconded the motion; all were in favor and the motion passed.

G. June Meeting

The board agreed to meet next on June 16th, 2023.

V. Email items; StarChapter Pay/Quickbooks Integration

VI. Other business; Square Credit Card Device, Conference Surveys/QR Code,

VII. Adjourn

12:05