



## Oregon PRIMA Board Meeting - July 27, 2023

**In Attendance:**

President	Katie Durfee	P	Vice President	Niki Fisher	P
Secretary	Bonnie Robbins	P	Treasurer & Past President	Daedra Bunton	P
Director	Charo Miller	A	Director	Dustin Karstetter	P
Director	Kara Kerpan	A			

**I. Call to Order @ 12:04 pm**

**II. Review of Minutes: June 2023 Minutes**

Dustin state that there was an error in III. Treasurer’s Report, the decimal is not accurate for the \$32K number. Daedra clarified that the number should be for the total cash: \$35,352.19. Katie moved to approve the June meeting minutes with the correction to the Treasurer’s Report section. Niki seconded the motion; all were in favor and the motion passed.

**III. Treasurer’s Report: June 2023 Board Report/May Statement Income Statement 2023**

Daedra shared the July Treasurer’s Report showing OR-PRIMA has a spreadsheet balance of \$29,572.45 at month’s end and \$26,873.48 in its operating budget. Daedra motioned to approve the treasurer’s report. Katie seconded the motion; all were in favor and the motion passed.

**IV. New Business:**

**Conference planning:**

**A. Fall 2023 @ Florence**

**Finalize Fall Conference Planning Guide**

- Food order will be completed the in August. Katie has called the Coast Guard in Florence three times, they have told her that they will call her back for the color presentation. She has never heard back from them. Katie is going to connect with someone else.
- Discussion occurred regarding issues with reserving rooms at Driftwood. Katie confirmed that attendees need to call for reserving rooms. Katie is going to send out another notice on LinkedIn and an email to members, she will add a reminder that reservations for a room is available via calling only and not on-line. Rooms are already reserved for the board. Katie needs to know if you are bringing an additional person.
- Update from Daedra regarding the “art event”. Both the dune ride and art events will occur at the same time. Dustin suggested a “tiered” pricing rate for the dune rides. Katie suggested that we hold since registration has not closed yet.



- Reviewed the planning guide for the 2023 Fall Conference. Added moderators to sessions that were not already identified. Nikki was not able to connect with DEI speaker from U of O on Thursday. Niki is going to reach out to Fire Chief of McMinnville. Daedra clarified that SAIF Corporation should be presenting on Friday morning instead of SBH. SBH was going to present at lunch time on Thursday.
- Additional discussion occurred regarding the breakout session titled “Insurance Coverage Challenges”.
- Door prize moderator will be Daedra.
- Fun Run & Walk will be developed and managed by: Dustin, Niki and Bonnie. Dustin and Niki have been working on a “beach” theme.
- Finished with updates regarding events for Friday.
- Dustin brought up that Mental Health session speaker does include a planning meeting in the cost. A meeting will be scheduled with the speaker for anyone who can attend.
- Speaker bios, pictures are due by August 18<sup>th</sup> at the latest.
- Dustin agreed to track the individuals for the dune ride.
- After the August board meeting if anyone would want to go shopping at Hobby Lobby to shop for door prizes. door prizes can be wrapped after the board meeting in September.
- Discussion regarding post conference survey; Dustin and Daedra are going to work on this.
- Sponsor list was sent out by Daedra before this meeting. As of the date of this meeting 8 sponsors have been invoiced pledging \$15,000 and received \$6,000 in checks. Discussion regarding how to acknowledge sponsors.
- Katie stated that a notice needs to go out to the membership for nominations for the risk management recognition award. Niki will run the review committee if there are more than five nominations. Discussion continued regarding “how” more submissions could be received.
- Katie brought up the topic of a conference agenda booklet. CIS could develop something like this, the board agreed.

**B. Fall 2025 Conference Site Proposal**

- Dustin provided an update regarding the facility. He was impressed with the size of the conference comparable to the Bend Riverhouse location. He believes the space for the conference will be good, however there might be an issue regarding the number of rooms available.



**V. Board Vacancies. Interim Recordkeeping.**

- Secretary Position is open. Bonnie Robbins has agreed to be the Secretary.
- Katie will also make a mention of board vacancies as she sends out emails to the members.

**VI. 2023 PRIMA Institute Chapter Scholarship**

PRIMA asked for chapters provide a scholarship. Scholarship is available for anyone who is a member of PRIMA. For the August board meeting discuss a possible \$500 scholarship.

**VII. 2023-2024 PRIMA Chapter D&O Liability Insurance**

Received the D&O Liability Insurance through PRIMA. The policy runs from September 2023 to September 2024 for a \$1M limit. The cost is \$450. There is a \$2M coverage available for \$600. Board voted to purchase the \$450 policy with \$1M coverage.

**VIII. Membership Charges and Refining Tier Charges**

Postponed to another meeting date.

**IX. Email items**

Dustin brought up an email from Keizer Permanente regarding what they would be willing to provide regarding the “health and wellness” topic. Keizer Permanente is interested in providing a “health and wellness” video. The video will be added to the LinkedIn site.

**X. Other Business**

**A. Add another check-in meeting before conference.** Virtual meeting September 29<sup>th</sup>.

**B. Gift card for service recognition.**

Agreed that a gift card would be provided to Kevin Jones for his service while on the PRIMA board. A card was also available to sign.

**XI. Adjourned**

**(Not sure what time the meeting adjourned. The recording stopped.)**

**Future meetings: 8/11/23, 9/8/23, 9/29/23 (virtual)**