



Oregon PRIMA Board Meeting – August 11, 2023

In Attendance:

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

I. Call to Order @ 10:03 am

II. Review of Minutes: July 2023 Minutes

No meeting minute edits to the July minutes. Katie made a motion to approve the July minutes as provided by Bonnie. Niki seconded and all were in favor.

III. Treasurer’s Report: July 2023 Board Report

Daedra provided the following highlights: \$1,864.85 conference registrations, \$4,434.20 in memberships less the service fee, this is our net amount for memberships. Total deposits: \$6,299.05. Monthly transaction fees: \$9.95 for Star Chapter and \$195.20 Credit Card charges. Total bank charges: \$205.15. Beginning Balance was: \$26,873.48 Month End Bank Balance: \$32,967.38. Daedra made a motion to approve the Board Report as is outlined. Dustin seconded and all were in favor.

IV. New Business:

Conference planning:

A. Fall 2023 @ Florence

- Conference Session Updates

Speaker for the DEI sessions: Tony & Andy from SAIF Corporation (per Daedra).

Speaker for the legal update (per Daedra) will be during our lunch time by Sather, Byerly & Holloway (SBH) law firm. High-level presentation of house bills and laws coming our way. Take home resource guide has been requested to be available for attendees by SBH.

Katie has Kylie the HR presenter for 2nd session on Wednesday, is confirmed.

Katie has the PTSD Presumption Claims panel, three presenters (2 with SAIF and 1 with CIS), confirmed. She is having a virtual meeting to meet up with this group next week.

- Conference Agenda, Speaker Bios – Due August 14th
- Conference Meal Planning

Katie let the group know that the resort is updating their menu that should take care of the concern regarding identifying “gluten free” options. Katie will follow-up with the resort.



Daedra recommended adding signs for “gluten free” options on the food choices. Dustin was interested in what the updated was going to include. Katie was not sure, once she had more information she would reach out to the board. Meals are one time through buffet line and not plated meals. Niki mention without knowing what is “gluten free” it is hard to make a decision for attendees. Deadline to make final decisions is September 15th. Meal decisions, tentative:

October 11th: Afternoon (Brownies) & Reception (Charcuterie Platter, Stuffed Mushrooms, Baked Crab & Artichoke Dip, Deviled Egg Platter)

October 12th: Beachcomber Breakfast (coffee & juice), Santa Fe Taco Bar (lunch), Asian Dinner Buffet and Vegetarian Delight (dinner)& Cheesecake Variety Platter (dessert)

October 13th: Muffin, Oatmeal, varieties

- Update First Evening Event Line-up

Katie provided an update regarding interest from attendees for the dune rides. Daedra has not heard anything back from Driftwood regarding the art event. Updated information will be provided at the September 12th board meeting.

- LinkedIn Sponsor Marketing Videos/Sponsorship Update

Katie asked for someone else to upload the LinkedIn Sponsor Marketing Videos. Charo volunteered to do this portion for the conference and would reach out to Nina to complete the short video for each of the sponsors. Charo will send an email to the group to see if this is possible after she connects with Nina.

Dustin is working with Kaiser Permanente to provide short videos specific to “health and wellness” available at the conference. Dustin will put up the QR codes, etc., for the Kaiser videos. Also brought up that if the sponsors have short video they could be shown during the conference. Daedra, Niki and Dustin are looking at the possibility of completing this. Daedra has deposited \$10,500 in the bank from sponsors as of now.

- Run/Walk Event – in the past \$75 was available for purchasing items. Katie made a motion to approve the amount of \$75 for use to purchase items for the run/walk event. Daedra seconded and all were in favor.

Note: Niki will check with WHA regarding name badges for the attendees to the conference. This topic will be on the agenda for our September meeting.

B. Fall 2025 Conference Site Proposal/9-hole Golf Scramble

Dustin provided an update on the proposal. Some items that should be revised: Attendee numbers needs to be fixed to 100 from 150, accommodations should not be a problem at the lodge, there are also additional accommodations available, check-in/check-out times don’t correlate with our schedule he will see if the times could relate to the conference times. Is there anything that is particular to Eagle Crest that should be changed based on prior contract language for conferences. Katie made a motion to approve the Fall 2025 site as proposed with minor details to be worked out. Charo seconded and the group agreed.



V. Change Banking Institutions

Daedra is highly recommending that we move from First Interstate Bank. Flexibility is needed since the board members can be located anywhere in Oregon. Daedra proposed On-Point Credit Union as our future banking partner, they have a lot of on-line options and are not as accessible. Discussion occurred regarding other options. Katie made to change our banking institutions from First Interstate Bank to On Point Credit Union. Kara seconded and the group approved.

VI. Draft Membership Renewal Letter

Add a statement to the renewal letter for set timeframe for membership renewal. Dustin recommended 90 days. Daedra will work on the updated language and add it to the letter.

VII. Board Secretary Vacancy/Vote

Katie made a motion to accept Bonnie's submission for the Secretary position. Niki first wanted to have an opportunity to discuss with Bonnie regarding the bylaws regarding the position. Katie withdrew her motion. This topic will be brought up at the September board meeting.

VIII. Email items

- Podium Banner

Katie proposed a Velcro option instead of a string option for the style of banner. Graphic without any words. Katie motioned to purchase a podium banner for a cost of \$60. Niki seconded and all were in favor.

- eBook Sponsorship

Dustin we have the option with our mental health key note to purchase an ebook at \$1,000. This could also be a sponsorship option. Tabled until September's board meeting.

- OSSOA MOU Renewal – tabled until September board meeting.

- Member announcements, Vice-President and member enrollment will be on the September board meeting agenda.

IX. Other Business

XI. Adjourned @ 11:34 am

Future meetings: 9/8/23 (In-person), 9/29/23 (Virtual), Oct 11-13 (Conference)