



Oregon PRIMA Board Meeting – September 12, 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	P	Director	Dustin Karstetter	P
Director	Kara Kerpan	P			

I. Call to Order @ 11:17 am

II. Review of Minutes: August 2023 Minutes

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

III. Treasurer’s Report: July 2023 Board Report

Daedra provided the following highlights: \$3,898.55 conference registrations, \$1,522.05 in memberships and sponsorships in the amount of \$23,500. Total deposits: \$28,920.60. Monthly transaction fees: Total amount paid in checks \$1,456.80, Star Chapter charge \$9.95 and August credit card expenses of \$245.10. Total expenses: \$1,701.90. Beginning Balance was: \$32,967.38. Month End Bank Balance: \$60,186.08. Bonnie motion to approve the Board Report as is outlined. Niki seconded and all were in favor.

IV. New Business:

Conference planning:

A. Conference planning: Fall 2023 @ Florence

- Conference Session Updates

Katie was able to get the “color-guard” from the Coast Guard in Newport.

- Conference Meal Planning

Katie has a meeting scheduled with Emily at Driftwood will be occurring this afternoon, September 12th to finalize the meals.

- Thursday breakfast, lunch and dinner. Decided on:

Breakfast buffet (6 items) – potatoes o’Brien, eggs benedict w/hollandaise sauce, scramble egg (bacon), French toast, biscuits gravy. Drinks water, coffee & OJ.

Lunch – Taco bar w/Chicken Enchiladas and beef tacos, refried beans

Dinner – Veggie Lasagna, Roast Beef, Cod, Sides (garden salad, wild rice, garlic mashed potatoes & seasonal veggies), Cheesecake variety platter (dessert)

Coffee provided throughout the day.



Need to buy tickets for “drinks” - for reception 45 tickets (each person receives one ticket) and for Casino will purchase 120 tickets (each person receives 2 tickets estimated 60 people).

- Update First Evening Event Line-up

Katie will reserve one buggy on for the slow ride on the dunes and two of the fast buggies. Will also have the “art event” coordinated by Daedra. Allow \$250 for the art event.

- LinkedIn Sponsor Marketing Videos/Sponsorship Update

Charo, Nina has added promo postings onto LinkedIn; one for sponsorship and one for attendees. Nina continues to work on creative posts. Per Katie, if Nina could “pin” the agenda that would be helpful for registration and sponsorships.

- WHA Assistance

Winslow can collect all of the videos for the sponsors. Per Niki, Lauren & Jeff will be there, also made it clear that Winslow for IT resource is needed or someone else.

- Run/Walk Event – Dustin/Niki - Everything is ready and still need to purchase goodies.

- Name Tags – If WHA is unable to provide the name tags by September 29th then Charo will complete this task.

Note: Protective Liability Insurance invoice arrived with a premium due of: \$258. Daedra made a motion to approve the payment of the premium and Dustin second and everyone agreed.

V. 2024 Spring Education Session, Oregon Garden Contract/Deposit

Event date: Friday, April 12th, \$1K deposit. Daedra made a motion to pay the \$1K spring deposit. Katie seconded, all agreed.

VI. Board Secretary Vacancy/Vote

Membership wide vote for Secretary position. There are a couple of positions that might also be ending. Katie recommended an on-line survey for voting positions.

VIII. Email items

- eBook Sponsorship – Dustin he has not been able to find anyone to do the sponsorship for the eBook from the keynote speaker. Daedra suggested OR PRIMA provide the sponsorship with availability to only members and attendees to the conference. Daedra made a motion to fund the \$1K for the ebook and Dustin seconded with approval from the board.
- OSSOA MOU Renewal – Katie will be meeting with the contact this week.
- Risk Management Achievement award is being extended out, currently no applications have been completed. Deadline is the Friday before our meeting on 9/29.

IX. Other Business

XI. Adjourned @ 1:00 pm

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

