



Oregon PRIMA Board Meeting – September 22, 2023

In Attendance:

President	Katie Durfee	P	Vice President	Niki Fisher	P
Interim 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:** The meeting was called to order at 9:04 am.

II. New Business:

Conference Planning: Fall 2023 in Florence, Oregon

Note: Board Meeting - 10:30 am on October 11th at Driftwood Shores in the Cascadia Room.
Another meeting will occur after the conference at 1 pm.

● Conference Session Updates

- Reviewed the “final” agenda for the conference.
- Discussed the need for additional gift baskets. Daedra is coordinating and will let Bonnie know if additional baskets are needed.
- Request was made that board members take photos of the session with Dustin as the lead.
- Dustin is completing the “post conference” survey.
- Katie motioned to purchase leis from Amazon at \$39.99, Daedra seconded, and the motion carried unanimously. Leis will be used for the Fun Run/Casino Night.
- Charo brought up the topic of “name tags”. Katie motioned to approve the purchase of the name tags for \$88.19. Charo seconded and the motion passed with a unanimous vote.
- We already have 103 attendees and will need to make an announcement that registration is closed.

● Risk Management Achievement Award

- There was discussion about the entry received from Margaret Ryan for City of Newberg. Some members expressed concern that the nominee is not a member of Oregon PRIMA, and would not be attending the conference. Others mentioned wanting more detail on their risk management activities. The group decided not to award this year, and to consider non-members ineligible. The Board will review the criteria for next year.

● Annual Election

- Katie planned to send out information to members.

● eBook Sponsorship Update

- Dustin confirmed he was working on finalizing the details with the author.

● WHA Assistance



- Nikki confirmed that WHA would be providing technical assistance, and printing the brochures.
- Run/Walk Event
 - Nikki ordered supplies for this event, as well as drinks/snacks.

III. Email items

- Board Vote on Conference Art Event
 - The group discussed having a charcuterie board, infused water and two orders of strawberry lemonade for the event.
 - Katie motioned to approve up to \$1,500 on the event, Nikki seconded, and the motion carried unanimously with members present (Bonnie left the meeting at 10:00 am).

IX. Other Business

- Parking Reimbursement
 - The Board agreed that Bonnie should be reimbursed for any costs incurred for parking passes.
- Other
 - Katie asked for assistance with writing thank you cards during the conference.
 - There was discussion about bringing the OR-PRIMA laptop to the conference and Nikki agreed to bring an additional projector.
 - Katie planned to send a final email to presenters and try to fill spots on the dune ride. Nikki suggested giving Maria priority.
 - Daedra explained the insurance premium for Liberty Mutual was \$10 more than previously authorized and requested a vote. She motioned to approve \$268.00 for the D&O insurance. Katie seconded and the motion passed unanimously.
- OSSOA MOU Renewal Update

XI. Adjourned @ 10:40 AM.

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