

## Oregon PRIMA Meeting Minutes

May 10 2019

### In Attendance:

|                |                |   |                |               |   |
|----------------|----------------|---|----------------|---------------|---|
| President      | Dan Davenport  | A | Vice President | Niki Fisher   | P |
| Secretary      | Kevin Jones    | A | Treasurer      | Rob Gabris    | P |
| Past President | Jamie Iboa     | P | Director       | Laurie Kemper | P |
| Director       | Bonnie Robbins | A | Director       | Daedra Buntin | P |
| Director       | Katie Durfee   | P |                |               |   |

### I. Call to Order

11:16

### II. Review of Minutes

Daedra moved the minutes be approved with one correction. Laurie seconded the motion; all were in favor and the motion passed.

### III. Treasurer's Report – Rob reported OR-PRIMA has a reconciled bank balance of \$31,124.91 at month's end and \$11,686.29 in its operation budget. Rob notes a revolving adjustment of (\$654.16), due error carried forward from August 2018. Further, a request has been made to write off this difference, as he's tracked the balance for several months now and feels comfortable with the current balance. The request died, due to lack of support. Report that Spring Education Session broke even. Laurie Moved to approve the April and May Treasurer's Report. Daedra seconded, all were in favor and the motion was approved.

### IV. Business

#### 1. New Business:

#### Committee Updates

1. Sponsorship Committee – discussed reaching out for sponsorships before new fiscal year starts in July, to get ahead of budget planning. Given Dan was absent, there was no further committee update. Decision to review and determine sponsorship levels before next year's conference.
2. Membership Committee – Daedra reported nothing new and no one has reached out to participate on the committee. Sarah Creighton with Eugene Electric Board, inquired as time commitment, with determination not likely to succeed more than an hour or two a month at meeting time. Discussion was had, regarding need for general description of each committee and development of goal to establish committee direction. Consensus to wait for membership committee gets started and have members work to develop. Niki felt it would be an

important committee focus, to detail benefits of PRIMA membership. Daedra to attend upcoming Nat'l PRIMA Conference and Chapter Leadership Workshop at to determine whether other chapters have membership committees, and if so, the scope of work.

3. Fun Run/Walk Committee – Katie to call Salishan and determine event logistics needed. Planning to gear up in July.
4. Achievement Awards Committee - (4 members needed) Niki to reach out to last year's team. Plan to meet in August prior annual conference, for purposes of discussing award recipients and allowing enough time to order awards, by the last part of the month. Discussed sending out announcements to solicit new committee members.

### **Fall Conference**

5.
  - a) Jeffery Butler is willing to speak at the 2020 Fall Conference. Discussion was had, given speaker's focus on topics, waiting for time being before further pursuing.
  - b) Reviewed National PRIMA Speaker's Bureau and decided upon order of speakers for 2019 Fall Conference Lineup; # 1) Sarah Perry, #2) Cindy Mallet and #3) Dean Coughnor. Niki to submit request to Speaker's Bureau for speaker's preference. A list for new speakers from the speaker's bureau should be requested and obtained before next year's conference.
  - c) Miscellaneous: Jamie offered several session topics for discussion, to include; Marion County Earthquake Retrofit and OSIP Panel topic over Thursday's lunch hour for networking opportunity. Katie to send out email to determine interest for holding mentor/mentee networking lunch session on Wednesday. Jamie mentioned holding off on mentor/mentee invite and add this to save the date for fall conference announcement. Sara needs contract from Kimberly Miller and room requests.

6. Niki reviewed the Fall Conference Agenda – It was decided as follows:

Wednesday, October 2: Breakout Session; Stop the Bleed from 1pm – 4pm. Jamie to see if we can get a Stop the Bleed kit for each participant, further, to inquire of the City of Eugene on cost and where to purchase kits. Each firefighter teaching session to receive hotel room in lieu of speaker's honorarium. Laurie moved to approve two rooms for both Firefighters teaching Stop the Bleed. Jamie seconded, moved to approve. Jamie to send trainer's information to Sara.

Thursday, October 3 – Morning Sessions: Kimberly Miller to kick-off keynote presentation at 9:30 am session on Becoming Your Own Jedi; and, to follow later that morning with two breakout sessions on ADA Panel and Leading for Influence: It Matters What You Choose Each Day. Katie to look at Dr. Kimberly Miller's contract and to amend, previously set for full day of speaking.

Afternoon Sessions: Lunch with OCIPS presentation. First session at 1:30 pm, two breakout opportunities; Mental Health and National PRIMA's Speaker, Sarah Perry on Keeping "Special" in your Special Events. Second session at 3:00 pm, two breakout opportunities; Mental Health Crisis and Local Government along with coinciding session on Mental Health Crisis and Schools (Safe Schools).

Friday, October 4: Two breakout sessions beginning at 9:00 am – Opioid Crisis and Prepare Out Load for Business with Steven Eberlein of Tipping Edge Consulting. Last Session starting at 11:00 am with Legal update provided by Krishna Balasubramani. Recommendation to offer longer break between morning sessions for hotel check-out.

**2. Old Business:**

V. Update on Tax Matter - Rob mentioned review of documents needed and received first bill, well under \$3,000k; no further action items.

**VI. Email Items:**

Dan moved that the sponsor levels be modified to Bronze \$500, Silver \$1000 (1 free attendee), Gold \$1500 (2 free attendees), Platinum \$2500 (3 free attendees) and Diamond (unlimited attendees). Kevin seconded the motion; all were in favor and the motion passed. Email was sponsorship related.

**VII. Other Business:**

- a) July 1, membership levels. Consensus to keep this the same in 2019. Come back in November and possibly have a strategic planning session.
- b) Offer gifts at annual conference upon receiving final conference evaluations.
- c) Discussion regarding registration challenges. Difficulty with schools and relation to membership registration because they pay with a check, instead

of having a credit card. Consensus to keep registration process as is, for upcoming membership due date of July 1.

**VIII. Future Meetings: 7/12, 8/9, 9/13, 11/8, 12/13**

**IX. Other Business: None heard.**

**X. Adjourn 1:09 PM**