

Oregon PRIMA Meeting Minutes

November 8, 2019

In Attendance:

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

I. Call to Order

11:00

II. Review & Approval of Minutes

Jamie motioned the September minutes be approved. Bonnie seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report Review & Approval

Rob reported OR-PRIMA has a reconciled bank balance of \$46,422.76 at month's end and \$47,026.92 in its operating budget, although we have written some checks from the conference that have not been cashed. He also reported that he moved the funds from our money market account into checking per Board approval. Kevin moved that the board approve the treasurer's report. Laurie seconded the motion; all were in favor and the motion passed.

IV. Business

A. New Business:

1. Committee updates - Who is managing each committee? - Is there an active goal or plan for each committee?

a. Sponsorship committee

It is important that each sponsor is contacted by a Board member, but this does not necessarily require a committee. However, someone should lead, or manage the process. Perhaps we could create a business card to hand out to prospective sponsors at events such as National PRIMA. Discussion to be continued after our Spring Session.

b. Achievement Awards Committee

This committee is led by the Board Vice President and needs to convene if there are any applicants. It is important that the award recognize the entity receiving it, not the applicant unless the achievement involves them alone.

c. **Membership committee**

This committee should be combined with the education committee and could even be led by non-board member. Bonnie will work on this and Laurie will serve as a liaison.

d. **Fun Run/Walk Committee**

Katie will continue to lead this, and Bonnie will help.

e. **Education Committee**

See Membership Committee

2. Conference Related:

a. **Board agreed to 2021 Fall Conf. @ Salishan on 10/4/19**

Florence also looks good as another option, however, the hotel in the City won't be built till next year. Because of this uncertainty, it is probably best to stay with Salishan, but be aware their fees have gone up. Jamie motioned the 2021 Fall Conference be held at Salishan. Laurie seconded the motion; all were in favor and the motion passed.

b. **Sara's contract up for renewal**

Sara has not provided a proposal as she was waiting for board discussion first. The board agreed to ask her for a proposal and Daedra will ask her to submit one

c. **2019 Annual Conference Evaluation Summary**

Daedrea still working on the summary and will send it to the rest of the board once it is completed.

d. **Budget/Conference expenses? Membership/Registration fees?**

The Board agreed registration fees need to increase, and we should consider adding a category such as "Corporate Partner". Board to revisit in the January or February meeting.

e. **Membership vs. Vendor attendance trending**

This topic is something for the Membership/Education committee to explore.

f. **AV Equipment (projectors, computers, speakers, lavaliers, etc.)**

Gif we get two more laptops, three projectors, and speakers, we can save the fees associated with renting them from conference venues. Discussion tabled for May meeting.

g. **Banners? OR-PRIMA branded swag?**

There was discussion about purchasing a second vertical banner and some OR-PRIMA swag with save the date information to give out at the Fall Conference. Discussion tabled for future meeting.

h. **Fall 2020 Keynote – Dan McArthur?**

Dan has agreed to speak for \$5000 if we cover his room. We can also look at the National Prima Speakers Bureau and **review** at the next meeting.

i. Call for presentations for Spring 2020?

The call for presentations went out, and we had not received any to date. The theme of the session will be worker's Compensation. Suggestions for the session included having someone from Reinisch Wilson speak for the early session. That could be followed by a panel discussion with entities that have employee injury call centers in place such as Washington County and perhaps someone from Saif and/or OSHA. We could then close the event with a legal update presentation.

j. Food Bank

We have sent the Oregon Food Bank the money we received from the raffle; however, we need to send them the money we will donate in lieu of speaker gifts. The Board agreed to continue this relationship with them but felt we could promote more and consider having them present at the Fall Conference every other year.

3. Director Vacancy? Candidates? Magnetic Name Tags – changes?

The Board agreed we need representative from a county entity and will contact prospective members.

4. MOU w/ OSSA needs to be renewed – Kevin

The OSSOA Board has reviewed the MOU and suggested some minor edits. The OR-PRIMA Board approved those edits and agreed both presidents should sign the agreement and continue the relationship. There will be opportunities for OR-PRIMA Board members to attend the OSSOA summer conference and promote the association.

5. Annual board goals/charge?

Tabled to next month

6. Board member terms? Consider 1 yr vs. 2 yr for all or some positions? (suggested by Niki)

Tabled to next month

7. Star Chapter

Jamie motioned that future Star Chapter payments be made using ACH. Kevin seconded the motion; all were in favor and the motion passed. Rob motioned that Dan and Daedra be the OR-PRIMA credit card holders. Jamie seconded the motion; all were in favor and the motion passed.

B. Old Business:

1. Catherine Yao tax attorney update – Dan

We are still waiting for final bill and will table the discussion till then.

V. Email items

Rob moved via email that we withdraw the balance from our Money Market account and transfer it to the checking account. Daedra seconded the motion; all were in favor and the motion passed.

VI. Future Meetings: 12/13/19, 1/10/20, 2/14, 3/13, 4/10 (post-Spring Conference), 5/8

VII. Other business

VIII. Adjourn

1:22