

**Oregon PRIMA Board Meeting
December 10, 2010
Red Lion Hotel
3301 Market Street
Salem, Oregon**

12:05 p.m. Call to Order

In Attendance:

Marc Anderson, President
Gary Hales, Treasurer
Benson Myers, Director
Laurie Kemper, Director
Jamie Iboa, Director
Sara Stevenson, Past President

Absent:

Sharon Harris, Vice President
Debora Leopold Hutchins, Secretary
Dwayne Kroening, Director

Review of Minutes:

Benson moved to approve the minutes of October 8 and November 19, seconded by Laurie. Motion passed.

Treasurers' Report:

Gary reported that he and past-Treasurer, Sharon Harris, are continuing to work on the transition of duties and records. There is \$15,905.69 as of November 30 in the account in addition to the CD. It was noted that this balance is approximately \$10,000 higher than in recent years. There was discussion as to whether the "excess" funds should be placed in a CD or held in the checking account. In view of the upcoming chapter golf tournament at the national conference and chapter annual conference, the funds will be kept in the checking account as they may be needed for these purposes.

All receipts for annual conference are paid in full. Benson motioned and Laurie seconded to approve the treasurer's report. Motion passed.

Chapter Stationary:

Marc asked whether all Board members had sent their "thank-you" letters to annual conference sponsors. Benson suggested that the Board consider printing thank you notes with the chapter logo on them as this seemed more personal than using the entity's

letterhead. The Board agreed to have Benson get quotes from the school district print shop for this purpose, including envelopes.

Laurie suggested that stick on labels could be used for the return address to allow flexibility for future changes.

Old Business:

Financial Audit:

The Board discussed the process for auditing the financial records of the chapter following the transition in Treasurers duties. It was agreed at the November 2010 meeting that rather than use an outside accountant, Board members would review the records as it would result in cost savings.

Benson suggested assigning each Board member a month to review, then listing the findings in the meeting minutes. Marc asked Gary to bring the records to the February meeting so that each Board member can review one or two months worth of records. The February meeting will take place at Marion County offices where the records are held.

Sara mentioned that the by-laws set out a retention schedule for chapter records. She has records which are much older than is required by the schedule. Marc suggested that we could talk to National when we meet for dinner in February about maintaining those records for the chapter.

Spring Meeting, April 29, 2011:

Sara noted that Board members will be responsible for completing all arrangements for the meeting as the chapter's agreement with its meeting planner doesn't provide for her to do this work. The cost of registration is set at the amount necessary to cover meeting costs.

Benson said it would be a good idea to have some discussion of the national conference at the Spring meeting. He suggested that some sort of legislative update would be timely.

The Board discussed possible speakers, including speakers from LOC or AOC, who could provide a legislative update.

Marc suggested that a possible meeting topic would be risk management issues in the procurement process and Daren Mathews, purchasing manager for Multnomah County as a speaker.

Jamie suggested an update on workers compensation issues that might come before the legislature next year, such as presumptions for firefighters and law enforcement.

Benson suggested a session on how to maintain an effective loss control program in view of wide spread budget cuts that sometimes involve risk management resources. The Board discussed the broad topic of how to demonstrate the value of risk management/ importance of communicating success, particularly when resources are dwindling, including annual reports, broker services, preparing an “elevator” speech, and going to department safety committee meetings to provide trend/claim reports.

Benson suggested that this might work well in a roundtable format. Jamie noted that such a discussion might yield topic ideas for the annual conference.

Sara asked Laurie if in her work with small entities around the state she had learned of any areas of concern that would make for good meeting topics. Laurie noted that every entity is concerned with fleet issues as the nature of motor vehicle accidents which often involve workers comp, property damage and liability claims, can be expensive.

Marc asked the Board to continue thinking about topics as the Board will have further discussion at the January meeting.

National Staff Visit and Chapter Involvement:

Marc noted that staff from National will visit Portland, February 23 – 25, 2011, to meet with chapter representatives for a discussion of annual conference details. All Board members expressed interest in attending the meeting.

Marc said National has indicated it would be helpful to have chapter representatives available on Saturday, June 4th, to assist in preparing attendee conference bags.

The Board was very supportive of having a representative from Oregon and/or the chapter President welcome all attendees to the conference. Marc will discuss this with national staff.

Munich Re Car Give-Away:

Marc has discussed with Munich Re their desire to give away a car at the conference to a local charity. Board members will provide suggestions for deserving charities to Marc. These charities should be Oregon based, rather than national. Conference attendees will then vote on which charity will receive the car.

Chapter Golf Tournament at National Conference:

Marc noted that the chapter golf tournament provides an opportunity to “stamp Oregon in people’s minds in a positive way,” so it is important that it be successful. Pumpkin Ridge has been reserved. Gary mentioned his concern around the role of Beecher–Carlson and suggested that it needs to be clarified. The Board discussed the importance of having the golf tournament perceived by everyone as an effort by the chapter, rather than the effort of one broker. Details of the tournament were discussed including the need for many volunteers on tournament day, the role of sponsors, and costs.

The Board agreed that Beecher–Carlson’s prior experience with other golf tournaments would be a valuable contribution to the chapter’s efforts. Debora and Gary will work closely with Beecher–Carlson to tap into their experience, but will assume the lead role in coordinating the event. Board members will work to clarify the roles and contributions of sponsors and will be responsible for contacting business partners to determine their level of interest in participating.

The Board asked Marc to negotiate with Pumpkin Ridge to secure the best possible rates.

Jamie asked about providing attendees a map of sites and activities. The Board could consider providing this if it’s not already provided by the Visitor’s Association.

The Board was in favor of the chapter hosting a hospitality room. Marc will check on that with national.

New Business:

No new business.

Adjournment:

There being no further business, the meeting was adjourned at 2:00 p.m.

**NEXT MEETING: Friday, January 14, 2011, 12:00PM
Red Lion Hotel
3301 Market Street
Salem, Oregon**

Sara R. Stevenson,
Past President