

**Oregon PRIMA Board Meeting
February 11, 2011
325 13th NE, #201
Salem, Oregon**

12:30 p.m. Call to Order

In Attendance:

Marc Anderson, President
Sharon Harris, Vice President
Gary Hales, Treasurer
Benson Meyers, Director
Laurie Kemper, Director
Jamie Iboa, Director
Dwayne Kroening, Director
Sara Stevenson, Past President

Absent:

Debora Leopold Hutchins, Secretary

Review of Minutes:

Dwayne moved to approve the minutes of January 11, 2011, seconded by Gary. All voted aye. Motion passed.

Treasurers' Report:

Marc reported he had recently been informed that there are two outstanding bills from the annual conference; one from the winery in the amount of approximately \$5,000 and another from the transportation company. Apparently, these vendors had been contacting Marcene Olsen, but had not been getting a response. The bills are now being sent to us for payment. The balance after conference will be reduced by these amounts.

Gary reported that the balance before paying the bills noted above is \$7,299.43 plus slightly over \$5,000 in the CD.

Gary will give Sharon a check for \$450 which is the additional amount required by the IRS to grant OR-PRIMA tax exempt status.

Benson motioned and Laurie seconded to approve the Treasurer's report. All voted aye. Motion passed.

Old Business:

Spring Meeting Update:

Benson reported that he and Sara had talked about meeting details and had begun to move forward with planning the meeting as follow:

The first session will be a legislative update from 9:00 – 10:30AM. The presenter will be Krishna Balasubramni. He has requested that we provide him with a list of bills in which risk managers have an interest. Kate Wood, city of Portland, has provided a list of the bills the city is following. The list has been sent to Krishna and he has agreed to address each of them. We can let him know of any additional interests as they arise.

The second session will be on the subject of risk in contracting from 10:45 – 12:15 P. The presenter will be Darrin Matthews, Procurement Manager for Metro. He will need a laptop and projector which Sara will bring. He will need to have handouts copied which Benson has agreed to do. Sara and Benson have provided Darrin with a list of interests risk managers have around the public contracting process to be addressed by Darrin.

The afternoon program from 1:15 – 3P will consist of roundtable discussions on the topic of “how to demonstrate the value of risk management in an environment of scarce resources.” We will divide the audience into diverse groups each having a facilitator or “table captain” to lead the discussion from a prepared script. Each table will report out the highlights of their discussions to the entire audience. Kate Wood, city of Portland and Staci Huffaker, Mount Hood Community College have already agreed to be table captains. Benson and Sara will continue working to recruit a total of 6 – 8 table captains.

National Staff /Chapter Dinner:

Marc noted that staff from National will visit Portland, February 23, to meet with chapter representatives over dinner for a discussion of annual conference details. All Board members expressed interest in attending the meeting. Marc will let everyone know the time and location.

Chapter Golf Tournament at National Conference:

Gary handed out a list of sponsorship category descriptions and amounts for the chapter golf tournament.

Marc has spoken to a few potential sponsors who have indicated that they are willing and able to financially support both the golf tournament and the annual state conference. The individual cost to register for the tournament has not yet been determined, but will likely be approximately \$120. Yet to be determined is

transportation for golfers from Portland to the golf course. Gary said there will be a script developed for Board members to use in contacting sponsors.

Marc noted that included in our package is a \$2,000 credit in the golf shop gift shop.

Marc is working on a flyer that will include details of the tournament which should be helpful in the discussion with sponsors. National will send out the flyer and it will be posted on the chapter webpage.

Marc will contact the chapter's insurance agent to see if additional coverage is required for this special event, including liquor liability coverage.

Benson moved to adopt the proposed sponsorship levels, Laurie seconded. All voted aye. The motion passed.

New Business:

Marc asked the Board to consider whether there would be value in the chapter having a presence on Facebook. More and more entities are doing so in an effort to communicate with their audiences. The Board discussed it briefly, but made no decision.

Adjournment:

There being no further business, the meeting was adjourned at 2:00 p.m., at which time Board members conducted an audit of the chapter's financial records.

**NEXT MEETING: Friday, March 11, 2011, 12:00PM
Red Lion Hotel
3301 Market Street
Salem, Oregon**

Sara R. Stevenson,
Past President