

**Oregon PRIMA Board Meeting
November 9, 2012
Newport Seafood Grill
1717 Freeway Court
Salem, Oregon**

12:20 p.m. Call to Order by President Sharon Harris

In Attendance:

Sharon Harris, President
Sara Stevenson, Past President
Laurie Kemper, Vice-President
Jamie Iboa, Secretary
Edward Fisher, Director
Mina Hanssen, Director
Dwayne Kroening, Director
Mike Murzynsky, Director

Absent:

Gary Hales, Treasurer

Review of Minutes:

Minutes from September 14, 2012 were reviewed – Sara moved to approve the minutes, Mike seconded the motion, and the minutes were approved.

No minutes were prepared for October. Prior to the Fall Conference the Board reviewed the Conference agenda and made sure all speakers would be in attendance and after the conference the Board discussed the success of the Conference and did a cursory review of the evaluation forms.

Treasurer's Report:

Gary is on vacation so the Treasurer's report will be sent to the Board through e-mail.

Old Business:

2012 Fall Conference – Board reviewed the evaluation forms from the Conference. Jamie provided a spreadsheet of the feedback and evaluation comments. The Board will review topics again at the January, 2013 meeting to determine the location for the 2014 Fall Conference.

Website Designer – Sara provided an update on the status of the new website and conversations with the provider, StarChapter. Mike and Sara had a conference call with Ashley from StarChapter:

- A template for the website has been chosen and the decision made to include pictures of Oregon.
- A mock-up will be provided soon.
- Lots of flexibility in the design.
- Membership directory will not be open to the public.
- Members will manage their own profiles.

- Board will continue forward with its efforts to be “green” and only those registered for conferences will have access to the electronic conference documents.
- “Contact us” link will go directly to the Board Secretary.
- We will be able to have a blog through the site and Board members will rotate the responsibility for maintaining the blog.
- Can continue to post job openings.
- Sponsors will be listed with their logo and a link to their own website.
- StarChapter will manage domain for an additional \$24.95.
- There will be trainings available to the Board on how to navigate/work the site.

Financial Audit – Gary does an audit of the financial records and Mike double checks it. Gary and Mike will work together for the annual financial audit and Sharon will review the audit.

New Business

Spring Conference 2013 – Sharon will check with Oregon Gardens whether April 5th is available.

Fall Conference 2013 – will be held at Salishan.

Other business:

National PRIMA has asked who our National Chapter Service Award recipient is. Ed made a motion that the recipient be Sharon Harris, Mike seconded the motion, and the motion passed.

The Board decided to issue an RFI for future insurance services.

Sharon will ask Marcene to obtain price quotes from Eagle Crest, Mt. Bachelor, and Sunriver for the 2014 Fall Conference.

Thanks were given to Ed for bringing the OSHA issue regarding the employer knowledge rule forward to PRIMA and its members. Ed gave a summary of the stakeholder meeting he attended that was held by OSHA.

Adjournment:

There being no further business, the meeting was adjourned at 1:55 pm.

Jamie Iboa
Secretary

NEXT MEETING: Friday, January 11, 2013 @ 12:00 p.m.
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Salem, Oregon