

**Oregon PRIMA Board Meeting
February 8, 2013
Newport Seafood Grill
1717 Freeway Court
Salem, Oregon**

12:11 p.m. Called to Order by President Sharon Harris

In Attendance:

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

Review of Minutes:

Minutes from January 11, 2013 were reviewed – Dwayne moved to approve the minutes, Ed seconded the motion, and the motion passed.

Treasurer's Report:

Gary reported that the balance as of February 1st is \$23,752.50. He further reported that the StarChapter fees have been paid. Sara moved to approve the Treasurer's report, Laurie seconded the motion, and the motion passed.

Old Business:

Website – Sara reported that the website should be up and running in time for registration for the Spring conference.

New Business

Financial Audit – Mike reported that the financial records all appear to be in order. A discussion was held as to whether the Board agrees an annual budget should be created and it was unanimous that we should have one. Mike will draft a budget based on the financial records from the last two years and will present it to the Board at the next meeting.

Credit cards – the President and Vice President are the officers with the Board's credit cards and have signing authority for the Board.

Spring Conference 2013 – Conference will be held at Oregon Gardens on April 12th. Ed moved to increase the Spring Conference registration fee for non-members to \$55, Laurie seconded the motion, and the motion passed. Members will continue to pay \$45.

The theme for the conference this year will be Security in the 21st Century. Sara will speak to someone at Willis to present on Cyber security. Ed will talk with

Shawn O'Day about presenting on guns in the workplace. Gary will talk to the Marion County Sheriff's office about presenting on active shooter protocol.

Speaker Gifts – Since the Board's donation to the Oregon Food Bank in lieu of speaker gifts was so well received by the members it was decided we would continue to do that. Ed moved that the Board provide a \$100 donation for the Spring Conference and a \$250 donation for the Fall Conference, Dwayne seconded the motion, and the motion passed.

Membership dues – with the new website close to being finalized a discussion was held as to whether the Board should increase dues. Mina moved to keep the dues the same as last year (\$65 voting member for public entity, \$55 each additional member for public entity, and \$150 for associate members), Mike seconded the motion, and the motion passed.

Event planner contract – the contract with Marcene usually runs from March through October but we won't need her to come to our meetings until May. The contract price is \$3,700 and it will be renewed for this year. Sharon will ask Marcene to check the rates at Mt. Bachelor, Eagle Crest, and Sunriver for the 2014 Fall Conference.

Fall Conference – Jamie informed the Board of the responses to the Call for Presentations that have come in so far but the final due date is March 1 so they will all be reviewed at the next Board meeting.

Adjournment:

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

Jamie Iboa
Secretary

**NEXT MEETING: Friday, March 8, 2013 @ 12:00 p.m.
Newport Seafood Grill
1717 Freeway Court
Salem, Oregon**