

**Oregon PRIMA Board Meeting
August 9, 2013
Newport Seafood Grill
1717 Freeway Court
Salem, Oregon**

12:14 p.m. Called to Order by President Sharon Harris

In Attendance:

Sharon Harris, President
Laurie Kemper, Vice-President
Gary Hales, Treasurer
Jamie Iboa, Secretary
Edward Fisher, Director
Dwayne Kroening, Director
Mike Murzynsky, Director
Mina Hanssen, Director
Marcene Olson, Conference Coordinator

Absent:

Sara Stevenson, Past President

Review of Minutes:

Minutes from May 10, 2013 meeting were reviewed – Mike moved to approve the minutes, Ed seconded the motion, and the motion passed.

Treasurer's Report:

Gary reported that the balance is \$36,740.45. Laurie moved to approve the Treasurer's report, Ed seconded the motion, and the motion passed.
Mike presented the budget vs. actuals statement as of July 31, 2013 for the Board's review.

Old Business:

Insurance – PRIMA insurance has been paid and the Liberty policy was signed at the Board meeting so Gary will pay that premium as well.
Ed informed the Board that it was apparent in his communications with our agent that they didn't really know who OR-PRIMA is and they were very unresponsive. A discussion was held and it was decided that the Board will look at changing agents for next year's renewal (9/1/14) and the brokers attending the Fall Conference will be informed of our decision.

Scholarships – Laurie and Sara met with Dr. Cooper at PSU and discussed integrating workers' compensation and risk management into the curriculum, risk managers could be guest speaker, the possibility of internships, and the potential scholarship. Dr. Cooper was responsive to the ideas.
The Board discussed the potential student scholarship and the requirements. Laurie will craft a description, questions, and an application and email it to the rest of the Board. Ed moved that the student scholarship be open to students enrolled in an Oregon Masters or Bachelors program and that the amount

available be the same as the other scholarships awarded by the Board (\$500), Mike seconded the motion, and the motion passed.

Jamie will send out an email to the membership regarding the scholarships available with a due date of August 30.

New Business

Membership and conference attendee list – Jamie and Marcene received requests from a vendor that we provide them with the attendee list from last year's Fall Conference. A discussion was held and Gary moved that the Board only provide the membership and attendee lists to members and those attending the conference, Mike seconded the motion, and the motion passed.

Guests at Fall Conference – a member asked how much she would need to pay for her husband to be able to attend the Fall Conference banquet. Gary moved that we charge \$30 for the attendee, Mike seconded the motion, and the motion passed.

Attendee count for meals – Marcene pointed out that in previous years there was an area on the registration form for attendees to indicate which sessions they would attend and whether they would attend the reception and banquet and she would use those to determine amount of food. However, with the registration process on the website we don't have that count so the percentage of attendees from last year will be used to determine amount for this year.

Attendee credits – attendees will be provided with a sheet to track their attendance that they can get signed by a Board member so that the attendee can try to get credits for attendance.

Sponsorship levels – Scott from CIS understood that if CIS provided a sponsorship of at least \$2,500 CIS would be entitled to unlimited attendees for the Fall Conference. After much discussion by the Board Laurie made a motion that the sponsorship levels for 2013 be as follows:

Bronze	\$500 or less: 1 attendee
Silver	\$1,000 to \$1,499: 2 attendees
Gold	\$1,500 to \$2,499: 4 attendees
Platinum	\$2,500 to \$4,999: unlimited attendees
Diamond	\$5,000 plus: unlimited

Jamie seconded the motion, and the motion passed.

The Board will discuss the sponsorship levels at a later meeting for the 2014 Fall conference forward.

2014 Fall Conference – the conference will be held at Sunriver.

National topics for consideration – Benson Myers sent an email regarding whether the Board has any suggestions for National PRIMA to consider or any Webinar topics. The Board agreed that National PRIMA already has a wide selection of topics and we don't have anything to add to that list.

Board member costs – Ed had requested that the Board discuss whether to allow some consideration for Board members for either dues or conference attendance to recognize the amount of time the Board members spend on Board business. Laurie moved that for Board members who did not attend the National Conference the Board provide up to \$500 for Board members to apply towards attending the Fall Conference, Gary seconded the motion, and the motion passed.

Recognition Awards – Ed raised the idea of recognizing OR-PRIMA members for various risk/safety awards based on number of employees and the awards could be announced at the Fall Conference. The Board will discuss further at September's meeting.

Adjournment:

There being no further business, the meeting was adjourned at 2:15 pm.

Jamie Iboa
Secretary

NEXT MEETING: Friday, September 13, 2013 @ 12:00 p.m.
Newport Seafood Grill
1717 Freeway Court
Salem, Oregon

Oregon PRIMA					
Income Statement					
As of August 31, 2013					
				2013 Budget	2013 Actuals
Revenue:					
2013 Beginning Fund Balance				\$ 24,000.00	\$ 24,030.37
2013 Revenue:					
Spring Conference Registration				3,300.00	3,370.00
Fall Conference Registration				19,900.00	5,330.00
Member dues				7,000.00	6,425.00
Sponsorships				21,000.00	17,200.00
Check/deposit adjustments				0.00	0
Reimburse from National PRIMA				0.00	570.00
Interest earned				10.00	5.82
	2013 Revenue			51,210.00	32,900.82
	Total Income			75,210.00	56,931.19
2013 Expenses:					
Spring Conference				3,300.00	1,817.69
National Conference				9,000.00	8,197.71
Salishan entertainment				7,000.00	0
Salishan				20,000.00	0
Sunriver prepayment				0.00	1,000.00
Speaker fee, mileage, travel, food bank, misc				5,000.00	350.00
Pac West - Conference planning				3,700.00	1,200.00
Board Lunches				1,500.00	788.69
Star Chapter and Authorize.Net				1,320.00	856.21
Insurance				800.00	759.89
Miscellaneous				1,000.00	583.48
	Total expenses			52,620.00	15,553.67
Ending Fund Balance				\$ 22,590.00	\$ 41,377.52

OR PRIMA 2013											
	January	February	March	April	May	June	July	August			
Previous months balance	\$ 24,030.37	\$ 23,801.03	\$ 22,940.17	\$ 24,299.88	\$ 24,361.42	\$ 32,871.85	\$ 31,768.85	\$ 36,825.97			
From 2010 Cash Flow											
Expenses	No checks cut										
VISA card annual fee			25.00								
VISA card /board lunches	185.00		217.71	212.46		173.52					
Star Chapter											
Authorize monthly	109.95	85.00	85.00	85.00	85.00	85.00	85.00	170.00			
Credit card expense			9.95	19.70	26.32	10.29					
Credit card trans expense			28.22	27.63	1.44			43.79			
PRIMA - ins coverage								19.95			
								412.81			
								468.89			
								291.00			
Spring Conference/Oregon Gardens Facility											
Audio visual charges											
Food / beverage											
Pac West - Conference logistics											
Sara Stevenson - name badges				19.99				1,200.00			
Oregon Garden				1,787.70							
Conference refund				10.00							
Sun River - 2014 Fall Conference								1,000.00			
National PRIMA conference											
National PRIMA											
Harris airfare											
Harris Registration											
Sara Stevenson Air fare - Natl PRIMA			570.00	576.60							
Hanssen Reimb - Natl PRIMA					1,222.60			25.00			
Iboa Reimb - Natl PRIMA											
Sara reimb - Natl PRIMA								823.40			
Harris travel exp								1,338.71			
Kemper - Nat'l PRIMA								1,400.00			
Oregon Food Bank			350.00								
Misc / conf refunds/scholarship											
Total Expenses	\$ 294.95	\$ 926.40	\$ 1,285.88	\$ 2,739.08	\$ 1,335.36	\$ 1,668.81	\$ 5,348.76	\$ 1,954.43			

