

OREGON PRIMA MINUTES

Date of Meeting: 8/12/2016

Call to Order Time: 12:01pm

In Attendance:

President	Laurie Kemper	P	Vice President	Jamie Iboa	A
Secretary	Bryan Aalberg	A	Treasurer	Mike Murzynsky	P
Past President	Sharon Harris	P	Director	Jennifer Thomason	P
Director	Niki Fisher	P	Director	Rob Gabris	P
Director	Dan Davenport	P	Guest	Julie LaMarche	P

Last Meeting Minutes: The July meeting minutes were not available to review.

Treasurer's Report: Mike reported that OR-PRIMA has a total of \$31,159.93 in the bank, which includes an operating budget of \$21,159.93 and \$10,000 in a money market account. Sharon made a motion to approve the treasurer's report; Niki seconded and the motion passed.

Mike also noted that there were some recent deposits that will take the total to approximately \$36,000.

Fall Conference – Oct. 5-7, 2016: Julie provided an update on several items related to the Fall Conference:

- An updated conference schedule was created to send out with the conference registration email. An official presentation description is still needed from Paul LaSage for the High-Reliability Organizations presentation. Instructions for how to book rooms will also be provided for the registration email.
- Volunteers need to be coordinated to assist in moderating the presentations and specific speaker needs.
- Entertainment options were researched to include casino night, live music, or a DJ. Based on previous conference comments, the board decided to proceed with casino night. Team Casino provided a proposal for \$4,000 for casino night with an additional "family feud" style game. Sharon motioned to move forward with a contract with Team Casino; Niki seconded and the motion passed.
- The board discussed menu options and determined there will be a cold breakfast on Thursday and a hot breakfast on Friday; one Mexican buffet lunch, one twilight buffet dinner (with two main entrée choices), and Wednesday night hors d'oeuvre (quesadilla, crab and cream cheese filled wontons, BBQ meatballs, spanakopita, caprese skewers, cheese, cracker and fresh fruit platter, and fresh vegetable crudités).

- Julie will coordinate reserving rooms for the board. OR-PRIMA has agreed to pay for rooms for the four speakers of the Umpqua Community College Shooting presentation, up to \$2,000. Additionally, OR-PRIMA will pay for Dean Coughenour, the President of National PRIMA's, room for Tuesday and Wednesday night. The board will also organize dinner with Dean on Wednesday night. The Diamond Sponsor typically gets a suite or room when OR-PRIMA has negotiated free rooms in the conference package. The package with Mt. Bachelor Village includes one free room for every 50 rooms booked as part of the conference. Once sponsorship is confirmed, information about available rooms will be provided to the Diamond Sponsor.
- Kristen Weiler with Portland Public Schools is presenting Getting the Most Out of EAIP with Amber McMurry and Tim Kessel. Kristen has requested free registration. The board has determined that requests for free registration for speakers will be determined on a case-by-case basis. Sharon motioned to approve the request to pay for registration for Kristen, and Amber and Tim, if requested; Mike seconded and the motion passed.
- Mike noted that he has received approximately \$9,300 in sponsorship and there is approximately \$31,000 pledged. Julie will follow up with the committed sponsors to get details on the number of attendees and their logo/advertisements and forward to Jamie.
- Sharon made a motion to spend up to \$1,000 on door prizes for the sessions and casino night; Mike seconded and the motion passed. Sharon will purchase 20-\$15 coffee cards from Dutch Bros and Jamie will get candy bars for the session door prizes. Sharon will purchase additional gifts for the casino night prizes. Julie will follow-up with sponsors on additional prizes.

Board Service to Membership: Laurie reminded the board to keep email conversations to a minimum and that all items discussed should be on a meeting agenda and addressed in the meeting.

Membership: Mike noted that there are approximately 80 expired members at present. He also noted that there may be an issue with some members signing up as additional members, when their voting organization has not yet paid for membership. Jen will work with Mike to run some reports and follow-up on this issue.

Risk Management Certification Program: Niki indicated there will be two graduates of the certificate program. She will confirm the graduates are on track and the awards will be presented at the Fall Conference. Julie has a few edits to make to the Risk Management Certification Program brochure.

Achievement in Risk Management Award: Lori will let Jamie know to send out the email requesting submittals for the Achievement in Risk Management Award. Jen asked the board to clarify how many Fall Conference registrations the previous year's award recipient will receive. Dan moved to allow up to two free registrations for the Fall Conference for the previous year's

Achievement in Risk Management Award winners; Niki seconded and the motion passed. Bryan and Jamie were not present to discuss the website updates.

ERM ISO 31000 in Oregon (November 3 and 4): Laurie noted that National PRIMA is providing the ERM ISO 31000 training in Oregon. It appears that the cost is fixed at \$14,500, based on 20 attendees. The board discussed what OR PRIMA's role is in this training; options included: no involvement, advertise on the website and email to membership, and financial assistance. Sharon discussed the mission of OR PRIMA and indicated that promoting this event falls within our mission. Sharon moved for OR PRIMA to advertise the ERM ISO class for National PRIMA; Dan seconded and the motion passed. The board discussed additional ideas around financial assistance to include scholarships, a reduced total cost with donation, individual reductions. Sharon noted that financial contributions are difficult because we don't know how many attendees there will be. Mike and Dan noted that there is not a budget item for this. The board determined that there will be no further action on this topic at this time.

D&O Coverage – National PRIMA: the board's D&O Coverage was renewed and is due every September.

Secretary of State Annual Report (change positions): The Secretary of State forms need to be updated to reflect a change in positions on the board. Mike will make the updates and submit to the State.

Other Business:

- The conference planner contract for Julie LaMarche is for \$4500 plus supplies. Mike moved to approve the contract not to exceed \$5000; Sharon seconded and the motion passed.
- The contract with Paul LeSage was signed and did not require a deposit.
- National PRIMA sent an email to the board with upcoming educational opportunities, including the PRIMA Institute in Pittsburg. The board decided to forward this information to membership and add it to the website/calendar to promote the training.
- Niki asked about the status of the National PRIMA Membership Initiative. Laurie said it will likely begin in December and that National does their membership on a rolling basis. Niki noted that we have one entity that has expressed interest already.

Meeting adjourned at 1:55pm