

Oregon PRIMA Meeting Minutes

December 9, 2016

In Attendance:

President	Jamie Iboa	P	Vice President	Bryan Aalberg	P
Secretary	Jen Thomason	P	Treasurer	Mike Murzynsky	P
Past President	Laurie Kemper	A			
Director	Niki Fisher	P	Director	Rob Gabris	P
Director	Dan Davenport	P	Director	Kevin Jones	P

Call to order time: 12:02pm

New Board Member: Kevin Jones, with Beaverton School District, was introduced as a new Director on the Board.

Last Meeting Minutes: The September 9, 2016 and October 5 and 7, 2016 meeting minutes were reviewed. Mike noted that the treasurer's report reserve amount should be changed from \$10,325.00 to \$10,003.25. Mike motioned to approve the minutes with the noted change; Niki motioned to second. Jamie noted that all were in favor; no one opposed. Jamie passed the motion to approve the September and October meeting minutes. Jen will post the approved meeting minutes to the website.

Treasurer's Report: Mike reported that OR-PRIMA has a total of \$29,626.36 in the bank, which includes an operating budget of \$19,671.87 and \$9,954.49 in a money market account. Bryan made a motion to approve the treasurer's report; Rob motioned to second; the motion passed. The board discussed the needs of the 2017 operating budget. Mike will work on a proposed 2017 budget. If the board has any input on budget line items, please email Mike prior to the January meeting. Rob made a motion to increase the money market account to \$20,000.00; Niki motioned to second; the motion passed.

Mike noted that he is the only board member that has access to the bank accounts. Mike proposed that the President and Vice President should also have access to the bank accounts. Additionally, Mike noted that OR-PRIMA needs to re-apply for credit cards in their names. Dan motioned that the President, Jamie Iboa and the Vice President, Bryan Aalberg have access to the OR-PRIMA accounts with the Bank of the Cascades. Additionally, OR-PRIMA should re-apply for credit cards in the President and Vice President's names with a credit limit of \$2,000 for the President and \$500 for the Vice President. Mike motioned to second; the motion passed.

Old Business

Fall Conference 2016: Jamie will create a summary of the conference evaluations and email it to the Board. Jamie noted that overall feedback was positive. Hand written Thank You cards will be sent to speakers and sponsors. Jamie suggested that room moderators complete cards for speakers of their rooms; Jamie will assign the Board with sponsors to thank. The Board will bring the cards to the January meeting and Mike will provide postage.

Website Updates: Bryan uploaded over 800 conference photos to the website. Bryan will note that Ken Wagner was the conference photographer. Jen will make a note of this in the membership email to Save the Date for the Spring Conference.

National PRIMA Membership Initiative: Jamie believed that OR-PRIMA will proceed with submitting the following organizations for National PRIMA membership: Portland Public Schools, the City of Independence, the City of Oregon City, Salem-Keizer School District. Laurie will confirm this at the next meeting.

Transition of Board Duties: The Board has transitioned to the following: President, Jamie Iboa; Vice President, Bryan Aalberg; Treasurer, Mike Murzynsky; and Secretary, Jennifer Thomason. Bryan and Jamie have old boxes of documents; they will review the documents and either post them to the website or discard the unnecessary ones. Bryan noted that he would coordinate sponsorship for the fall conference and continue to update the website calendar.

2017 Spring Conference, 4/21/17, Oregon Gardens: The theme for the 2017 Spring Conference will be Emerging Trends in Risk Management. Topics discussed included: cyber risk, issues around homeless, and EEO. Bryan will contact Willis regarding presenting on cyber risk. Rob and Jen will discuss potential speakers from Multnomah County, the City of Portland, and the Oregon League of Cities. Dan will follow up on potential speakers for a session related to employment claims and retaliation. The Board will review the menu, finalize topics, and determine when registration will open at the January meeting. Jen will email a Save the Date notice to members before the end of the year.

2017 Fall Conference, 9/27-9/29/17, Salishan: The Board will begin thinking of topics and speakers. Jamie will contact Tim Dietz, (retired from the Tualatin Valley Fire and Rescue) with Behavior Wellness Resources, to present the keynote on a topic related to counseling for firefighters, police, and emergency responders. Jamie sent the conference planner RFP to four people. The proposals are due before the January 13 Board Meeting.

2018 Fall Conference, 10/3-10/5/18, Mt. Bachelor Village: Jamie finalized the contract for Mt. Bachelor Village. For every 50 rooms booked, OR-PRIMA will receive 2 free rooms. Mt. Bachelor Village provided a larger block of rooms and a gift card for a free two-night stay.

Bylaws: Jamie motioned to amend *Section V Officers and Board of Directors* of the OR-PRIMA bylaws to say that OR-PRIMA will not have two people from the same entity serving on the board at the same time. The Board discussed how this would be managed and how decisions would be made if Board members changed jobs. Bryan amended the motion to say that government members or not-for-profit organizations whose voting membership consists solely of public and government entities may only have one employee on the OR-PRIMA board at any given time. Mike motioned to second; the motion passed.

Blog: Jamie has received questions from members about developing an OR-PRIMA Blog. Bryan will contact the website company to see if that feature is available within our current website structure. If the website has the capability, Rob offered to moderate the blog.

Other Business: Dan has offered to take the lead on drafting Standard Operating Procedures (SOPs) for the Board. The SOPs would address information relevant to operations of the Board, not noted in the bylaws (conference procedures and timelines, financial procedures, etc.).

Meeting adjourned time: 1:35pm

Next meeting: January 13, 2017