

Oregon PRIMA Meeting Minutes

January 13, 2017

In Attendance:

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

Call to order time: 12:09pm

Last Meeting Minutes: The December 9, 2016 meeting minutes were reviewed. Mike noted that the Vice President’s credit card limit should be \$500, not \$1500. Additionally, the operating budget was \$19,671.87, the money market has \$9,954.49, for a total of \$29,626.36. Bryan motioned to approve the minutes with the noted change; Laurie motioned to second. Jamie noted that all were in favor; no one opposed. Jamie passed the motion to approve the December meeting minutes. Jen will post the approved meeting minutes to the website.

Treasurer’s Report: Mike reported that OR-PRIMA has a total of \$29,522.63 in the bank, which includes an operating budget of \$19,567.72 and \$9,954.91 in a money market account. Mike proposed the 2017 budget to include a beginning total balance of \$29,500.00, with a \$20,010.00 reserve in the money market account, and an operating budget of \$9,490.00. Rob made a motion to approve the treasurer’s report; Niki motioned to second; the motion passed. Mike noted that the money market account must be kept “active,” according to the bank and that he needs to move \$50.00 between accounts periodically. The board discussed the needs of the 2017 operating budget. The proposed 2017 budget is attached to the meeting minutes.

Old Business

Fall Conference 2016: The Board is verifying a few addresses for thank you cards for speakers and sponsors; Mike provided stamps. The thank you cards will be sent out in the next few days.

National PRIMA Membership Initiative: Laurie submitted the following organizations for National PRIMA membership: Portland Public Schools, the City of Independence, the City of Oregon City, Salem-Keizer School District. Laurie noted that PPS was not accepted because they were a National PRIMA member in 2015.

2017 Spring Conference, 4/21/17, Oregon Gardens:

- a. Topics and Speakers – The theme for the 2017 Spring Conference is Emerging Trends in Risk Management. Topics discussed included: cyber risk, issues around homeless, and EEO. Bryan has confirmed that Willis will have someone speak on cyber risk. Dan is working with a speaker for a session related to employment claims and retaliation. Rob and Jen have confirmed Brad Taylor with the City of Portland Office of Neighborhood Involvement and Marc Jolin with Multnomah County’s A Home for Everyone initiative for the panel discussion on homeless issues. Additionally, Dan has a contact with the Marion County Sheriff’s Office for the panel. Jen has asked for a speaker from the Oregon Law Center and the League of Oregon Cities, but has not heard back. Jen will update the website and send out another Save the Date email. Registration will begin at

8:30am, the President's Opening Remarks will be at 9:00, with the first session from 9:15-10:30am, the second session from 10:45am-noon, lunch from noon to 1:15pm, and the final session from 1:15-3pm.

- b. Menu – The Board decided the menu will be the South of the Border Buffet lunch, that food items will be labeled, and that there will be a question on registration regarding dietary restrictions.
- c. Registration – Jamie noted the rates will be \$55 for members and \$65 for non-members for early bird registration. Registration after the early bird date will be \$70 for members and \$80 for non-members. Registration will be opened after the February 10 board meeting.

Blog: Bryan said that the blog is working, but you have to go to the website and log in to be able to participate, so you may have to be a member to participate. Laurie discussed that we already have the LinkedIn page for discussion and whether we need to monitor blog content. Additionally, Laurie said that the National PRIMA blog email format is really nice. Bryan will review the format options, options around whether members and non-members can both participate, and the approval/monitoring of the posts and blog content. Laurie recommends before proceeding with a blog, we should consider pros and cons. Jamie recommended that Bryan do a little more research and we discuss at the next Board meeting.

2017 Fall Conference, 9/27-9/29/17, Salishan: Bryan motioned in a 12/28/16 email to confirm with Tim Dietz that we would like him to present on first responder emotional crisis for our Wednesday September 27, 2017 session and we agree to pay the \$1,100 fee and one night's lodging; Niki motioned to second via email; the motion passed via email. The Board discussed potential keynote speakers and will follow-up for the next Board meeting.

SOPs: Dan is working on SOPs to include timelines for our conferences and work; when completed, he will email a draft to the Board.

Conference Planner: Michelle Davis was the only response to the conference planner RFP. The Board discussed that the proposal is quite expensive and felt that we could not justify an initial rate of approximately \$10,000 to the OR-PRIMA membership. Mike recommended doing another RFP or following up with the other entities the RFP was sent to. Rob recommended follow-up with Michelle Davis to verify that she understands the scope of work. Laurie suggested posting the RFP to the OR-PRIMA job board website. Jamie indicated that she will do some additional follow-up and report back at the next Board meeting.

External Audit: Jamie asked Mike and the Board if we need to do an external audit of our finances. Laurie said that previously, the Board members audited the treasurer's files. Jamie indicated that she thinks this should be a more formalized process. Mike and Dan will check with a few companies and report back at the next Board meeting.

New Business

Board Openings: The Board members indicated they intend on remaining part of the OR-PRIMA Board for the year.

National PRIMA Conference: Laurie motioned to propose a Board member reimbursement of up to \$800 per member to attend the National PRIMA Conference; Mike seconded; the motion passed. Laurie motioned that any Board member who elects not to attend the National PRIMA Conference and instead attends the PRIMA Institute be reimbursed up to \$800 or up to \$400 if they attend the OR-PRIMA Fall Conference; Mike seconded; the motion passed. Rob moves that

OR-PRIMA reimburse the current president of the Board for the full cost to attend the National PRIMA Conference; Bryan seconded; the motion passed. Currently, Laurie, Jamie, and Bryan are planning to attend the National PRIMA Conference, Dan, Rob and Jen may attend the conference, and Niki and Kevin will not attend the conference.

Other Business

Laurie reminded everyone that the President of OR-PRIMA needs to be a National PRIMA member. Niki would like to have more discussion about the OR-PRIMA Certificate Program at the Fall Conference, which may include a discussion of the projects.

Meeting adjourned time: 1:43pm

Next meeting: February 10, 2017