

Oregon PRIMA Meeting Minutes

February 10, 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	A	Director	Rob Gabris	P
Director	Kevin Jones	P			

Call to order time: 12:00pm

Meeting Minutes: Niki motioned to approve the January 13, 2017 minutes; Mike motioned to second. Jamie noted that all were in favor; no one opposed. The motion passed. Jen will post the approved meeting minutes to the website.

Treasurer's Report: Mike paid a \$250 deposit for Mt. Bachelor Village for the Fall 2018 Conference. Additionally, Mike paid \$350 in donations to the Oregon Food Bank for the Fall 2016 Conference. Mike reported the following:

- Operating budget of \$8,596.32
- Money market account of \$20,000.62

Laurie noted that we have to do taxes. Mike will research what is required, the years that need to be completed, and will complete the taxes for OR-PRIMA. Kevin moved to approve the treasurer's report; Niki seconded; all approved; the motion passed.

Old Business

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

- Topics and Speakers – The theme for the 2017 Spring Conference is Emerging Trends in Risk Management. The agenda for the conference is as follows:
9am – Jamie Iboa, President's Welcome and Announcements
9:15-10:30am – Why You Need Cyber Liability Coverage, Dominic Keller, Willis Towers Watson
10:30-10:45am – Break
10:45am-12pm – Employment Retaliation, Lucy Schwaille and Haley Percell, Oregon School Boards Association
12:00-1:15pm – Lunch and Networking
1:15-3pm – Homelessness: Challenges for Public Entities Panel Discussion, Mark Jolin, Joint Office of Homeless Services, Brad Taylor, City of Portland Office of Neighborhood Involvement, and Lt Christopher Baldrige, Marion County Sheriff's Office
- The Board will get session descriptions and bios from the speakers for the Conference agenda with the intent of opening registration on 2/24.
- Early bird registration will end on 3/31; with the final count due/no refunds after 4/14.
- Jen and Mike will arrive between 8-8:30 to set up registration
- Jamie will announce the blog, the national membership program the risk certificate, Fall Conference, scholarship availability for the conference, risk awards, and membership.

2017 Fall Conference, 9/27-9/29/17, Salishan: Tim Dietz is confirmed to present Wednesday afternoon. Jamie noted that typically conference keynote speakers are between \$4-5,000. Bryan will contact David Rabiner and coordinate the keynote. Additionally, Laurie mentioned that the National PRIMA speaker bureau is available and that we should take advantage of that. She read through a list of potential speakers and topics; topics related to workplace violence, changing landscape of dress code and gender identity, and 30 things you need in every contract were of interest to the Board. Laurie will follow-up on options.

SOPs: Dan sent a SOP framework to Jamie. Bryan will share the SOP framework documents so that the Board can review and edit.

Conference Planner: The Board received a proposal from Sara Stevenson for \$6,000 plus expenses for planning up to three years. The Board compared the proposal to Michelle Davis' proposal, which had cost ranges of between \$5,000-10,000, based on the year and work completed. Mike motioned to contract with Sara Stevenson for 3 years and hold the contract to \$6,000 per year; Niki seconded; the motion passed.

External Audit: Dan contacted AccurAccounts and they provided a quote to conduct an audit of OR-PRIMA's finances for \$67 per hour, with an estimate of approximately 10 hours. Laurie indicated that the auditor does not need a CPA. Laurie motioned to hire AccurAccounts to perform the financial review per their proposal; Rob seconded; the motion passed. Mike will coordinate the review.

Blog: Bryan was able to turn off the required approval of comments feature and membership requirement. Bryan will send another test for the Board.

New Business

National PRIMA Conference: Mike motioned to nominate Bryan Aalberg for the Chapter Service Award; Niki seconded; the motion passed. Jamie will complete the paperwork. Laurie proposed to nominate the OR PRIMA Chapter for the Chapter Recognition Award; Jamie will review the application

Spring Conference 2018: The Board discussed booking the 2nd Friday in April for the Spring Conference in 2018, 2019, and 2020.

Other Business

Jamie, Bryan, and Mike are going to the bank after the Board meeting to update account access information. Niki brought the Risk Management Certificate spreadsheet with the participants and mentors. Niki will email it to the Board.

Meeting adjourned time: 1:17pm

Next meeting: March 10, 2017