

Oregon PRIMA Meeting Minutes

March 10, 2017

In Attendance:

President	Jamie Iboa	A	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			

- I. Call to order time: 12:13pm
- II. **Meeting Minutes:** Mike motioned to approve the February 10, 2017 minutes; Niki 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.
- III. **Treasurer's Report:** Mike reported the following:
 - Operating budget of \$8,345.80
 - Money market account of \$20,001.85Kevin motioned to approve the treasurer's report; Rob seconded; all approved; the motion passed. Mike said that there has been limited activity to include payment of the Star Chapter invoice and that he is starting to see Spring Conference registrations.
- IV. **Business**
 - a. **Old Business**
 1. **National PRIMA Update:** Laurie submitted an application to the speaker bureau with National PRIMA for the Fall Conference. She is waiting to hear back from them. Additionally, Jen will email out a reminder for the National PRIMA scholarship.
 2. **2017 Spring Conference, 4/21/17, Oregon Gardens:** Registration is open; Bryan will check the registration page to see if he can remove membership information from the Spring Conference registration page. Laurie motions to allow Alycia Johnson with WSC Insurance to bring new potential OR-PRIMA members to the Spring conference at the member rate; Jen seconds the motion; the motion passed. Bryan will bring his laptop and projector; Laurie will bring a back-up. Bryan will moderate the first session; Dan will moderate the second session; Rob will moderate the third session (with assistance from Jen during the questions/discussion period). Bryan will do the name tags. Moderators will ask speakers to submit presentations and handouts by April 7, so they can be posted to the website. Jen will get the evaluation forms from Jamie and bring them to the Conference. Jen will send out a reminder email with the "early bird" language on the email.
 3. **Forum:** The forum is officially open; Bryan will monitor the content monthly. Jamie will announce the forum at the Spring conference.
 4. **SOPs:** Laurie and Niki have edited the SOP document. The Board will continue to review and add content to the draft SOPs.

5. **Conference Planner:** The Board discussed the conference planner contract with Sarah. The Board agreed that a \$1,000 deposit/retainer could be paid upon signature of the contract and then the remainder after the conference; any expenses incurred can be submitted for reimbursement. Additionally, it was noted that Sarah may need insurance and a W9. Jamie will talk to Sarah about these issues.
 6. **External Financial Review:** Mike is ready to begin working on the external financial review.
 7. **Taxes:** Mike will file 2015 and 2016 taxes.
 8. **Credit Cards:** Mike reported that our Tax ID Number is incorrect with the bank. He is following up with correcting this error so that all the account and credit card information is correct.
- b. **New Business**
1. **National PRIMA Conference:** Laurie, Jamie, and Bryan are definitely attending National PRIMA; Jen has requested to attend.
 2. **Fall Conference, 9/27-9/29/17, Salishan:** Bryan negotiated David Rabiner as the keynote speaker for \$4500 and one night stay; Laurie said that we need a contract. Bryan will follow up. Laurie also said that we should book Salishan for 2019; Jamie and the Conference Planner will begin the negotiation process as soon as possible.
 3. **Spring Conference 2018:** Verify that Jamie reserved Oregon Gardens for 2018, 2019, and 2020 Spring conference.
- c. **Other Business**
1. The National Chapter Award deadline was extended, so we will nominate the Oregon Chapter for ERM partnership and the Risk Certificate program. Bryan and Laurie will work on the application; Jamie will submit the nomination.

Meeting adjourned time: 1:18pm

Next meeting: April 21, 2017