

Oregon PRIMA Meeting Minutes

July 11, 2017

In Attendance:

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

Call to order time: 12:11 pm

- I. Review of Minutes – Niki motioned to approve the May meeting minutes, Dan seconded the motion. All were in favor; the motion passed.
- II. Treasurer Report – The treasurer is not present for the board meeting and will provide the treasurer report in August.
- III. Business
Old Business
 - a) Fall Conference – Jamie provided a draft schedule and indicated that we have 4 or 5 presentation slots open. Jen provided a spreadsheet of information from the call for presentations. The board discussed presentations and determined to proceed with the Sather, Byerly and Holloway WC Case Law Update, CASE Forensics presentation on Air Bag Modules and Failure Analysis, MacColl Bush Sato’s presentation on the Intersection of Healthcare and WC Insurance and the Impact on an Aging Workforce, SAIF’s presentation on New Employee Orientation, and CIS’ presentation on the WC Algorithm. The board also discussed SAIF’s presentation on Safety Culture; however, it was determined not to proceed with this via email after the board meeting. The board also discussed possible presentations regarding cyber security, Safer Oregon online bullying reporting, and threat assessments. Sara will contact the speakers to confirm details and update the draft schedule. Jen will send Sara speaker contact information. The board discussed posting the draft schedule to the website by July 21 and opening registration by the end of July/early August.
 - a. Sponsorship – Bryan said there is approximately \$15,800 committed in sponsorship for the fall conference. Mike and Rob will invoice sponsors, so they need to be cc’d on emails regarding sponsorship. Kevin will contact Tri-Star. Bryan will send the sponsor list to Dan, who agreed to contact the unassigned sponsors. Bryan discussed the structure of sponsorship and potentially reviewing the categories and number of sponsors in each category. The board discussed and decided to review this for the next conference, but not to make changes this year.
 - b. Entertainment – Sara said the cost for casino night has increased by approximately \$620 to include an additional blackjack table and their travel time. Bryan motioned to contract with Team Casino for the proposed

amount plus an additional blackjack table and travel; Niki seconded the motion. All were in favor and the motion passed.

- c. Scholarships – The board has two scholarships that have not been used in a while – one for students in risk management and one memorial scholarship. Dan will look at universities to see if they have risk programs and might be interested in the scholarship.
- b) Risk Management Certification – Niki has about 6 people getting the RM Certification; the cut off for notification of completion is September 1, 2017. Bryan will order the certification awards.
- c) SOPs – Dan has not seen any comments or additions to the SOPs. He also plans to discuss historic information with Sharon Harris and Sara Stevenson. The board discussed using the October board meeting to go through the SOPs.
- d) Risk Achievement Award Applications – TriMet and PACE have submitted applications; Jamie said that the City of Eugene is submitting two projects for the award. The board discussed that since the membership will now vote on the award winners, it is okay for entities that board members represent to apply.

New Business

- a) Golf Tournament – Jamie presented the board with possibly doing a golf tournament Wednesday morning or Friday afternoon of the conference. Jamie had lined up Apex to sponsor the event and received a \$69 per person quote from Salishan for golf. The board discussed the pros and cons of a golf tournament, the logistics, timing, etc. and decided that there was not enough time to plan the event for the 2017 fall conference. Additionally, the board decided to add this as a question on the conference evaluations to gauge interest for future events.
- b) Star Chapter – The board discussed doing a demo of Star Chapter at the October meeting.
- c) Chapter Recognition Award – Jamie and Bryan will work to get awards made for the board members.
- d) Membership – Bryan said we have a number of people already having issues with membership and gaining access to the system. Bryan asked what the value is for membership and why we are charging for membership. The board discussed the benefit of voting, discounted conference, the forums, but agreed that we should review our membership structure at the October meeting. Jamie said she would ask Mike and Rob to do an analysis of the membership numbers and charges.
- e) Social Media – Bryan set up a Facebook page as a placeholder; he has it set at inactive. The board discussed the benefits of a Facebook page and our current LinkedIn Page. The board decided to add this topic to the fall conference evaluations to see what membership thinks of an increased social medial presence.

IV. Other Business

- a. Meetings – Jen will add a more detailed section to the meeting minutes for upcoming board meeting information. Additionally, Jamie will send out Outlook calendar invitations to the board so that if changes are made regarding dates, locations, etc., everyone will be notified via Outlook.

- b. Conference Planner Questions – Sara asked whether the conference planner makes room reservations for the board; Jamie said yes, but the board member individually pays. Jamie also noted that we take speaker room requests on a case by case basis. Sara confirmed the Salishan room rates are \$97. Sara asked about the conference registration fees and dinner guest fees; these are the same as last year.

V. Next Meeting

- a. The board is planning on the following board meeting schedule:
 - i. Friday, August 11, 2017 at noon at the Newport Seafood Grill in Salem
 - ii. Friday, September 8, 2017 at noon at the Newport Seafood Grill in Salem
 - iii. The October meeting is TBD (possibly October 12, 2017) and will focus on Standard Operating Procedures. Dan offered to have the meeting at the SDAO Office. Jamie will contact Laurie regarding the schedule. The board will determine the schedule at the August board meeting.
 - iv. The November or December meeting will be cancelled

Meeting adjourned time: 2:15 pm