

Oregon PRIMA Meeting Minutes

August 11, 2017

In Attendance:

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

Call to order time: 12:11 pm

- I. Review of Minutes – Laurie said that there was a typo in the July meeting minutes, *section III. d) Risk Achievement Awards Applications* and the word “not” needed to be changed to “now.” Dan motioned to approve the July meeting minutes with the noted change, Kevin seconded the motion. All were in favor; the motion passed.
- II. Treasurer Report – Mike and Rob are reviewing the treasurer report information and will have an updated report for the September meeting. Rob indicated we have about \$10,500 deposited in conference sponsorship and approximately \$8,000 in membership fees.
- III. Business
Old Business
 1. Fall Conference
 - a. Sessions – Sara updated the conference program session list and has contacted most of the speakers. Sara is confirming with Tim regarding the Thursday afternoon session on autonomous vehicles. Laurie contacted the FBI regarding speaking on cyber security during the 3pm session on Thursday. Jen contacted the City of Portland IT security group and is waiting for a response. Dan will ask Sgt Baldrige with Marion County Sherriff’s office to see if he has contacts on a cyber session. Laurie also indicated that Dave Nelson with CIS could fill in, as needed. Sara will use a general cyber security title for the session program; Laurie, Dan, and Jen will continue to follow up with their contacts. Laurie asked if we had any deposits due to the speakers and reminded Rob to bring the checkbook because we will need to pay for speakers and the entertainment.
 - b. Risk Certificate and Conference Sessions – Sara needs the applicable risk certificate categories for each conference session. The board discussed each session and which categories would work:
 - i. Culture of Behavioral Health in the First Responders Profession session – public safety and risk management
 - ii. Leadership 2017: What Public Risk Managers Need to Know Now – risk administration
 - iii. Rules of the Road: What is Required for a Successful Compliant Drone Program – public exposures and liability insurance, property insurance
 - iv. Intersection of National Healthcare and WC Insurance and Impact on Aging Workforce – human resources and workers’ compensation

- v. Workers' Compensation Predictive Algorithm – workers' compensation and claims management
 - vi. All Aboard: Best Practices in New Employee Orientation – human resources, risk management, risk administration
 - vii. Don't Worry: That Auto Can Drive Itself! – auto liability, public exposure, and risk management
 - viii. Preventing Cyber Breaches – liability insurance and risk management
 - ix. ECMS and Air Bag Modules: Thinking Outside the Black Box – public exposures, risk management, claims management, federal laws
 - x. Workplace Violence: Practical Planning and Response Protocols – emergency management, public exposure, and safety
 - xi. 2017 Workers' Compensation and Employment Case Law Update – workers' compensation, liability insurance, human resources, claims management
- c. General – Sara asked about having a photographer for the conference again this year. The board discussed and decided not to hire a photographer for the conference this year. The board discussed possibly hiring a photographer every other year. Sara noted the website says registration closes in 2016; Bryan will update it. Laurie asked that the hotel code be added to the website; Jamie indicated she already did this, but would check. Bryan also noted the website needs to be updated to add Rob as the Treasurer. Sara asked whether there would be handouts for the conference. The board discussed and decided that we would not have handouts, but post the presentations online prior to the conference and attendees can print them. Sara will update the conference agenda and work with Bryan or Jamie to email the membership.
- d. Prizes – Jamie said she will get Dutch Brothers and Euphoria chocolate for door prizes during sessions. We will do two prizes for group sessions, one prize for each breakout session, and one for the lunch session; 15 door prizes total. Jamie will do the shipping for casino night. Laurie motioned to approve \$800 to spend on gifts for casino night; Mike seconded the motion. All approved; the motion passed. Mike will get two floats for casino night prizes, as well. Bryan will email sponsors to request donated gifts for casino night.
- e. Sponsorship – Bryan said there is approximately \$17,300 committed in sponsorship for the fall conference. Everyone will follow up with sponsors in the next week. Sara and Bryan will work on the powerpoint with sponsor logos. Bryan will update the website with logos as we get sponsors committed. Rob will let Bryan know as he gets checks, so the website can be updated.
- f. Entertainment – Rob paid a \$500 deposit for casino night.
- g. Scholarships – There have been no scholarship application. Sara will add a blurb about scholarships for the membership email to go out next week. Jamie will remind Tualatin Valley Parks that they get a free registration to the conference since they won the Risk Achievement Award in 2016.
2. Risk Management Certification – Niki will confirm the certification recipients by September 1, 2017. Bryan will order the certification awards.

3. Risk Achievement Award Applications – TriMet, PACE, and City of Eugene submitted applications for the 2017 Risk Achievement Award. The board discussed that voting members would vote for the award winner. Laurie discussed having a committee review the nominations instead of voting members. The board decided to ask if people would be interested in participating on a committee on the conference evaluation form. The board generally discussed setting up committees and establishing criteria to participate on a committee. Jamie will check with National PRIMA for guidance. Since it is too late to create a committee to review the applications, the board will continue with the voting members selecting the award winner. Jamie said that a survey has to be created within our website and that application sections must be copied and pasted. Laurie had a concern about information being copied and pasted. Jamie said she will include the entire application description without any changes; however, specific employee names would not be included. Bryan agreed to create the survey and send it to the membership.
4. Document Storage – will be discussed at the October meeting.

New Business

- a) Meeting Reimbursement – Laurie requested reimbursement for her flight for the July meeting in the amount of \$198.40. Laurie had purchased the flight; the meeting date was changed without clear communication to her and she was unable to get a refund for the flight. Mike asked for a memo and official request with the receipt. Dan motioned to approve the request, pending receipt of the memo and receipt; Niki seconded. All approved; the motion passed.
- b) Excess GL – Mike got a quote to increase our excess general liability limits. The board discussed the potential exposures. The primary concern is liquor liability and that is covered by the event location. The board discussed and determined that we have adequate coverage. Mike will follow up on liquor liability coverage. Jamie got an email from National PRIMA regarding continuing E&O coverage through them; she will follow up.
- c) Mentoring New Members – The board discussed how to mentor new members and identify first time attendees at the conference. The board discussed getting ribbons or stickers for the conference badges to identify speakers, board members, and new attendees. Kevin said Legend ID will print name badges with the ribbons. The board also discussed that award shops typically carry conference ribbons; Bryan will check when he gets the Risk Certification and Risk Achievement Awards.
- d) Chapter Recognition Award – Jamie and Bryan will work to get awards made for the board members.
- e) Board Opening – Jen is resigning from the board, effective after the Fall Conference. The board reviewed the by-laws and either the President appoints someone or the election process is followed. The current Directors will think about whether they are interested in moving into the Secretary role. Jamie will reach out to other potentially interested members. Jamie will also email the voting membership to see if there is interest.

IV. Other Business

- a. Niki received an email from Benson regarding attendance at the Fall Conference to present the Risk Certificate award. Benson requested that the board pay for a room at Salishan for one night. The board agreed; Sara will make a reservation.
- b. Jamie got an email from Sun River regarding special pricing for conferences. Jamie will touch base with Sun River regarding the 2020 location and pricing. Laurie recommended that we add this to the conference evaluations.
- c. Tax Filing Status – Laurie indicated that we may need to revisit the financial review and filing status for Oregon PRIMA. Mike and Rob will follow up with the person doing the financial review. Mike will do the 2016 taxes. Laurie said there is a form to apply for the 501(c) 3 status. Laurie also mentioned the Department of Revenue Business License form. Mike will follow up on the forms and taxes; this information will be included in the SOP discussion.

V. Next Meeting

- a. The board is planning on the following board meeting schedule:
 - i. Friday, September 8, 2017 at noon at the Newport Seafood Grill in Salem
 - ii. September 27, 2017 at 10:30am before the Fall Conference and September 29, 2017 following the Fall Conference at the Salishan Main Lodge restaurant
 - iii. Thursday, October 12, 2017 at noon at the SDAO Office in Salem. This meeting will focus on Standard Operating Procedures and the website.
 - iv. Friday, November 11, 2017 – CANCELLED due to Veteran’s Day Holiday
 - v. Friday, December 8 at noon at Newport Seafood Grill in Salem
- b. Laurie noted that she hoped the board meeting dates do not continue to change often. Jamie will send out an Outlook invitation for future board meetings.

Meeting adjourned time: 2:15 pm