

Oregon PRIMA Meeting Minutes

September 8, 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	Guest	Sara Stevenson	P

Call to order time: 12:12 pm

- I. Review of Minutes – Jamie asked to add the pre- and post-Fall Conference meeting date and location to the August minutes. Laurie motioned to approve the August meeting minutes with the noted change, Niki 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 October meeting. Bank of the Cascades and First Interstate Bank have merged, so Rob and Mike are transitioning our account and reconciling statements. Rob indicated we have about \$17,600 deposited in conference sponsorship and approximately \$24,100 pledged in sponsorship. Jamie and Bryan received new credit cards with the limits of \$1,700 and \$500, respectively. Rob indicated that he has a check for Laurie for her flight reimbursement. Additionally, Mike discussed that the GL insurance policy was renewed; however, it does not include liquor coverage. Laurie indicated that she thinks we need to ask to include liquor coverage; Mike indicated that we need to ask Salishan for their liquor insurance information. Mike will follow up on the GL insurance.
- III. Business
 - Old Business
 1. Fall Conference
 - a. Sessions – Sara is following up with speakers to get bios and presentation information. Sara heard back from the FBI and George Chamberlin will present; however, he needs a full 45 minutes plus time for Q&A. The board discussed that basically this would be the entire session presentation time and that we would not need other speakers for the cyber security session. Dan will tell Geoff that the FBI needs the entire session to present. Additionally, the board reviewed previous discussion and voted regarding speaker attendance at the conference. The board confirmed that free conference attendance will be discussed on a case-by-case basis, at the request of the speaker.

The board discussed who would introduce each speaker:

- i. Jamie - Culture of Behavioral Health in the First Responders Profession session
- ii. Jamie - Leadership 2017: What Public Risk Managers Need to Know Now

- iii. Dan - Rules of the Road: What is Required for a Successful Compliant Drone Program
 - iv. Mike - Intersection of National Healthcare and WC Insurance and Impact on Aging Workforce
 - v. Rob - Workers' Compensation Predictive Algorithm
 - vi. Jen - All Aboard: Best Practices in New Employee Orientation
 - vii. Rob - Don't Worry: That Auto Can Drive Itself!
 - viii. Laurie - Preventing Cyber Breaches
 - ix. Jamie - ECMS and Air Bag Modules: Thinking Outside the Black Box
 - x. Niki - Workplace Violence: Practical Planning and Response Protocols
 - xi. Kevin - 2017 Workers' Compensation and Employment Case Law Update
- b. General – Sara will prepare a tri-fold brochure for the conference to include sessions, sponsors, and upcoming conferences. Sara will post speaker presentations to the website. Sara will work with Jamie to send a reminder email to membership to let them know the presentations will be available online. Bryan will prepare the sponsor logo powerpoint. Bryan and Dan will both bring a laptop, projector, and AV/sound; each of them will monitor one of the session rooms. Laurie recommended that Sara ask Salishan for a quote to utilize their speakers/sound system. Jamie will bring a back-up laptop. Bryan reminded the board that the powerpoint presentations should be downloaded to the desktop of the laptop prior to the presentation. Bryan will purchase badge nametags for speaker, sponsor, Board/Officers, mentors; Jamie will get "B" stickers for new attendees. Sara will update the conference evaluation form and have copies available. The board discussed that Salishan is being auctioned two days before the conference. Jamie will call Salishan to follow-up.
- c. Prizes/Gifts – 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. Bryan will email sponsors to request donated gifts for casino night. Jamie noted that we donate to the Oregon Food Bank as a speaker gift.
- d. Sponsorship – Bryan confirmed the list of sponsor attendees. Laurie noted that there is inconsistent language used for affiliate and additional members, which should be modified for consistency. She also said that we may need to change the website board permissions and access for the financial information to allow everyone to see whether members have paid for membership and conferences. Jamie will review the permissions. Bryan will also add an "as-of" date to the sponsor area of the website.
- e. Scholarships – There have been no scholarship application. Laurie recommended sending out scholarship information to schools in the spring instead of over summer break next year.
2. Risk Management Certification – Niki has all the award recipient names confirmed and has coordinated with the mentors.

3. Risk Achievement Award Applications – Bryan will get the awards for certification recipients. Voting will be complete by 9/14/17. Bryan will send out a reminder email with the closing date for voting.
4. Retroactive Reinstatement – Mike has to fill out forms to reinstate OR PRIMA's tax exempt status so that we can apply to file taxes. Mike will need specific information from the board regarding bios/qualifications, how many hours we spend on OR PRIMA, etc. Mike will email the board with a list of information that he needs. Mike said that we may need a conflict of interest policy; Sara recommended asking National PRIMA if they have a template. Mike asked if we have articles of incorporation. Jamie found some documents on our website; however, they may not be complete. Laurie recommended that Mike look into a postmark revocation, which may have less documentation requirements. Mike agreed to review the requirements for a postmark revocation to see if we qualify. The board discussed that there are boxes of historic documents, if we need to find hard copies.
5. Board Opening – Daedra Buntin with Portland Public Schools and Katie Durfee with CIS responded with interest in the board opening. The board discussed the options based on the by-laws and our operating procedures (the board voted that there should not be a single entity with multiple board representatives). Kevin indicated that he is interested in being Secretary. Jamie indicated that she will talk with Daedra about a Director position on the board.
6. New Business
 - a) Officer/Director Conference Reimbursement – Laurie and Mike discussed the difference between reimbursing board members for attending the Fall Conference and just registering board members for conference attendance and directly paying the hotel. Laurie was concerned that if we just register and directly pay for the hotel, the total costs might go over the approved amount of \$400. Mike indicated that registering and directly paying for the hotel helps the treasurer by reducing the number of checks that have to be written. The board discussed the pros and cons and noted that some of the board members had already been given complementary registration and some had paid for registration. The board decided to address this more clearly for the conferences next year.

IV. Other Business

- a. SOP and Website Meeting – the board tried to find a date in October that would work for the SOP and website meeting. The goal is to have the meeting at the SDAO Office; however, an October date could not be agreed upon. The board will continue to look at available dates in October and possibly in November to schedule this meeting.
- b. ISO 31000 Training - the board discussed sponsoring one day of lunch at the Enterprise Risk Management ISO 31000 Training being conducted on November 2 and 3. Jamie motioned that OR PRIMA pay for one day of lunch at the ERM ISO 31000 Training; Niki seconded. All were in favor; the motion passed.
- c. Website – Bryan noted that the meeting minutes from May still need to be posted to the website. Jen will follow up on posting meeting minutes. Laurie noted that we still have Mike's name on the bottom of emails that are sent to the membership; no one

knows how to change that. Jamie will look at it and create a support ticket, if necessary.

V. Next Meeting

- a. The board is planning on the following board meeting schedule:
 - i. Wednesday, September 27, 2017 at 10:30 am at the Salishan Main Lodge restaurant
 - ii. Friday, September 29, 2017 following the Fall Conference at the Salishan Main Lodge restaurant
 - iii. Meeting date/time TBD 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

Meeting adjourned time: 2:20 pm