

PRIMA MINUTES

Date of Meeting: 5/13/2016

Call to Order Time: 12:06

In Attendance:

President	Laurie Kemper	P	Vice President	Jamie Iboa	P
Secretary	Bryan Aalberg	P	Treasurer	Mike Murzynsky	A
Past President	Sharon Harris	P	Director	Jennifer Thomason	P
Director	Niki Fisher	P	Director	Rob Gabris	P
Director	Dan Davenport	P			

Last Meeting Minutes:

Jennifer made a motion to approve last meetings minutes with no changes. Niki seconded and the motion passed.

Treasurer's Report:

The Board is still in excellent shape financially. Mike was not present so the discussion of an external audit was tabled until next meeting in July 2016. Jamie made a motion to approve the treasurer's report which Mike sent prior to the meeting. Jennifer seconded and the motion passed.

Board Membership:

The board welcomed new member Dan Davenport from Special Districts Association of Oregon. He has served on the board before and is a welcome addition to the group.

Sharon will be leaving the Board completely in the Fall. Laurie will become Past President and Jamie will become President. Either Mike will become Vice President with Bryan staying Secretary and Rob becoming Treasurer; or Bryan will become Vice President with Mike staying Treasurer and either Rob or Jennifer becoming Secretary. This discussion will be thought on by all parties and discussed in further meetings.

Spring Conference:

Despite slightly lower attendance than last year (85 compared to 105) the Spring Conference operated at a gain and was a success.

Website:

Bryan and Jamie are going to meet at National PRIMA in Atlanta for a few hours and work on the website including fleshing out the calendar, making a FAQ on how members can create an invoice for themselves, setting up the "bones" of the Fall Conference, and making an announcement on the homepage that we would like members to contact us with training opportunities so that we can put them on the calendar going forward.

Fall Conference – Oct. 5-7, 2016

The Board reviewed the speaker proposals for the conference and after much discussion, made a draft schedule template which Bryan will create and send to members in the next week. Bryan made a motion to approve a complimentary hotel night stay Thursday evening for Ken Wagner from MES in order to take photos of the conference for the website. Dan seconded and the motion passed. Sharon made a motion for Dean Coughenour to receive complimentary hotel stay for the conference. Jennifer seconded and the motion passed.

Jennifer made a motion to keep the Fall Conference registration fees the same as last year (Member Rate: \$195, Non-Member Rate: \$205 with a \$45 early-bird-discount for either making early-bird rates \$150 and \$160 respectively.) Sharon seconded and the motion passed.

Sponsors for Fall Conference

The Board reviewed the Bryan's sponsorship tracking from last year and divided up the responsibility of who would call the sponsor to ask for a contribution for this year's conference by familiarity of the sponsor by the Board members. Bryan will finalize the list and send out all members next week so that members can start making phone calls.

Membership Dues

Sharon made a motion to change the large government membership rate from \$175 to \$170 to avoid confusion in accounting as \$175 was the same rate for affiliate members. Jamie seconded and the motion passed. Bryan will send an email out in June to all members and non-members reminding everyone of dues as well as information about an opening for the Board and a save-the-date for the Fall Conference. Affiliate: \$175, Large Government: \$170, Small Government: \$100.

National PRIMA Membership Initiative

National PRIMA will be offering 5 free memberships to National PRIMA to the OR-PRIMA chapter. Laurie will send out an email to all members and non-members in July informing them that they can send a statement of interest to the main OR-PRIMA email requesting consideration and the Board will review and award accordingly. This email will also remind members of the Achievement in Risk Management Award for Fall 2016 and the 2016 Scholarships.

Risk Management Certification Program

Niki has been doing an excellent job heading up the program. She said there are currently 24 active members. Both Board Members Jennifer and Dan agreed to become mentors and Niki will be assigning them students. Niki will let Bryan know who the members are who will be graduating in the Fall (if any) a month before the Fall meeting so that Bryan can have plaques made.

Meeting adjourned at 2:27

After Meeting Actions

Over email on 5/20/16, Jamie made a motion pay for costs to provide rooms and cover millage for four speakers from Umpqua Community College to present at the Fall Conference with the total allocated not to exceed \$2,000. Sharon seconded the motion and the motion passed (with Rob and Mike abstaining from voting since they were on vacation.)