

## PRIMA MINUTES

Date of Meeting: February 12, 2016

Call to Order Time: 12:06

In attendance at meeting:

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

### Last Meeting Minutes:

Jennifer motioned to approve last meeting's minutes with minor changes that Bryan will make. Niki seconded. Motioned passed.

### Treasurer's Report:

Mike presented the Treasurer's Report. We currently have an \$18,942.60 balance and are in good shape for the upcoming conferences. The money market account setup has been completed and earned \$.33 thus far. Jamie motioned to approve the Treasurer's report with minor changes that Mike will make. Rob seconded and the motion passed.

### Thank You Letters for 2015 Fall Conference:

Thank you letters have been completed by board members for the speakers. Sharon will write thank you letters to the sponsors for the 2015 Fall Conference and, going forward, Board members will complete thank you letters for sponsors at the conferences.

### Contracts:

Laurie signed the contract to have the Spring 2016 conference at the Oregon Gardens. A deposit has been placed on that contract and it is complete. She also put deposit on our keynote speaker, Paul LeSage, for the 2017 Fall Conference in Salishan. Paul has not signed the contract yet but a deposit has been put down.

### National Conference Board Member Stipend:

This topic was tabled from last minute in which Niki was inquiring whether the credit that was given for Board members to attend the Oregon PRIMA Fall Conference when they couldn't attend the National PRIMA Conference could instead be applied toward credit to attend the National PRIMA Institute Conference. Sharon made a motion as follows: In order to further the Board's mission to support and strengthen an effective, efficient public sector through the concepts and strategies of risk

management; Board members can receive reimbursement for expenses to attend any PRIMA sponsored conference, including, but not limited to, the PRIMA Institute, in an amount equal to the credit allocated for the OR-PRIMA Annual Fall Conference reimbursement on the grounds that the OR-PRIMA Annual Fall Conference will always take precedence over attendance to any other PRIMA event. Mike seconded the motion and the motion passed.

### **2016 Spring Conference:**

The first session will be on pandemic outbreaks. Rob procured a commitment from Multnomah County's Health Department's Emergency Management Public Health employee to speak on the subject.

The second session will be on emergency preparedness for special events. Sharon contacted Oregon State and reached a dead-end due to staffing changes. Jamie is going to follow up with the University of Oregon to see if someone there would like to speak on the subject. If that is not a possibility, Jennifer will follow up with City of Portland.

The third session will be "The Real Aftermath of a Disaster" to include topics like FEMA reimbursement and continuity of operations. Sharon is going to speak with Scott Moss at CIS and Jennifer with Sheila Craig at City of Portland to form a panel for this presentation.

Once the sessions have been confirmed, Bryan will send out a Spring Conference announcement through the website to include a brief description of the sessions and a reminder about the block of rooms at the hotel.

### **Fall Conference 2016:**

The keynote speaker has been booked – Paul LeSage. Sara Moyer is looking into a topic on active shooter training. Jamie is working with Sara Ewing at Sather Byerly regarding a session on employer handbooks. Jennifer is working with Amber McMurray, Christine Wheeler and Tim Kessel on a session for EAIP. We also are looking into a session on a legal update.

### **Fall Conference 2016 Sponsors:**

Jamie agreed to coordinate the sponsorship tracking, although each Board member will be working with sponsors they have a relationship with. Bryan will send Jamie a copy of the sponsorship tracking template he used last year. Board members are encouraged to reach out to sponsors not long after the Spring Conference.

### **Fall Conference 2018:**

Sharon had a conversation with the new owners of the Bend Riverhouse who recently spent millions of dollars remodeling their facilities. We will strongly consider this location for the 2018 Fall Conference.

Meeting adjourned 1:39 p.m.