

PRIMA MINUTES

Date of Meeting: January 8, 2016

Call to Order Time: 12:14

In attendance at meeting:

| | | | | | |
|----------------|----------------|---|----------|-------------------|---|
| President | Laurie Kemper | A | 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:

Niki motioned to approve last meetings minutes, Jennifer seconded. Motioned passed.

Treasurer's Report:

Mike presented the Treasurer's Report. We currently have a \$19,180.14 balance and are in good shape for the upcoming conferences. Mike is still working with the bank to put a portion of the balance in an money market account. Both his and Bryan's signatures will be required to set up the account. Jennifer motioned to pass the Treasurer's report. Rob seconded and the motion passed.

Thank You Letters for 2015 Fall Conference:

Jennifer procured the thank you letters from the City of Portland print shop. They were distributed to the board members to send to the speakers at ten per member. Bryan kept the remainder and will hold on to those. Board members were encouraged to send out the thank you letters to the speakers as soon as possible.

Website:

Bryan proposed changing the main tabs on the OR-PRIMA website to make it cleaner and easier to understand. The board came to an agreement on this and Bryan will update accordingly. Niki's name will be the contact on the Risk Management Certificate section.

Bryan made significant changes to the website home navigation tabs and reorganized the education, award, meeting minutes and OR-PRIMA Board sections. The Board agreed that the changes made the website easier to navigate. Bryan will wait on the final draft of the informational brochure that Scott Moss is working on at CIS regarding the Risk Certification Program before updating that section on the website as well.

Bryan and Jamie will look at the website settings and determine if we can set up additional logins and if it is possible to limit the functionality depending on the administrative login used.

File Retention and Scanning:

Mike has a number of important documents that we will scan and archive on the Star Chapter based PRIMA website. The Application for Status for formation of OR-PRIMA and the Federal Application for formation are two such documents. Mike will coordinate with Bryan to have them hosted on the website but unavailable to all but those with administrative access to the website.

Mike also suggested purging old documents that are three years or older which he has been retaining pre Oregon Statute. Jamie was uncomfortable with this and suggested five years. Rob asked if there were specifications in the OR-PRIMA bylaws and Mike said there were not and thus, why we adhere to Oregon statute on retention. This topic was tabled for the next meeting.

2016 Spring Conference:

Laurie has procured a proposal from the Oregon Gardens in Silverton to host the Spring 2016 OR-PRIMA conference. The conference will be on April 15, 2016. Sharon moved to approve the location for the Spring 2016 Conference. Niki seconded the motion and the motion passed.

Sharon made a motion to keep registration fees at the same rate as the previous year which Jamie determined to be \$55 for members and \$65 for non-members. Mike seconded the motion, but the motion did not pass. Sharon then amended the motion to include a March 31, 2016 cutoff date for registration. Mike seconded the motion, but the motion did not pass. Sharon made a second amendment to include both prior motions and adding that after March 31, 2016, no refund would be given. Mike seconded the motion and the motion passed.

Spring Conference topics were discussed and it was agreed that the theme of the conference would be Emergency Preparedness. There will be three sessions; two being 1.25 hours in length and one being 1.75 hours in length. This is the same format as was used in years past.

The first possible session will be on pandemic outbreaks. Rob is going to speak with Multnomah County's Epidemiologists in Public Health to determine if they can speak on the subject.

The second possible session will be on emergency preparedness for special events. Sharon will contact Patrick Hughes at Oregon State University to determine if he can present on this topic or if he knows who might be able to.

A third possible topic suggested would be on recovery and FEMA reimbursement. This would likely be a roundtable or panel discussion to include possibly a PIO. Jennifer is going to a presentation on a topic like this in early January and will report back if it would make a good topic for the Spring Conference.

2016 Fall Conference:

The Fall 2016 Oregon PRIMA Conference will be at Mount Bachelor Village from October 5 through Oct 7. Paul LeSage, retired firefighter from TVF&R, was contacted to be the keynote speaker for the

event. His fee and proposal were reasonable at \$3,500. Sharon made a motion to approve Laurie securing the contact to have Paul as the keynote, Mike seconded the motion and the motion passed.

Fall Conference 2017:

The Fall Conference for 2017 will be a Salishan. We will now have 120 rooms in the block as opposed to 100. The Board reviewed the conference draft proposal and found it to be satisfactory. Mike made a motion for the signature line on the proposal to be changed to "Oregon PRIMA President" and to have Laurie and Julie sign and approve the proposal to secure Salishan as the conference location for Fall 2017. Niki seconded the motion and the motion passed.

National PRIMA:

Oregon will be well represented at National PRIMA in Atlanta by Board members. Laurie, Sara, Sharon, Jamie, Bryan and possibly Jennifer will be attending. Jamie suggested we book hotel rooms early as they will fill up. Niki asked if instead of applying the \$800 credit to Oregon Fall Conference for Board members that did not go to the National Conference it could instead be applied toward the PRIMA Institute Conference. This topic was tabled for next meeting.

Meeting adjourned 1:28 p.m.