

PRIMA MINUTES

Date of Meeting: March 11, 2016

Call to Order Time: 12:13

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 Moyer	A
Treasurer	Mike Murzynsky	P	Director	Jennifer Thomason	A
Past President	Sharon Harris	P			

Last Meeting Minutes:

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

Treasurer's Report:

Mike presented the Treasurer's Report. We currently have an \$8,349.71 balance in the checking account and \$10,000 in the interest bearing "reserve" account. We are in good shape for the upcoming conferences. Jamie motioned to approve the Treasurer's report with minor changes that Mike will make. Niki seconded and the motion passed.

Audit:

Mike is going to procure quotes to have an auditor come in and take a look at OR-PRIMA's books. He will bring suggestions to the next meeting. Mike will also bring paperwork from the bank for Jamie and Laurie to complete which will give them signature authority on the checking account, to the next meeting.

2016 Spring Conference – April 15, The Oregon Garden:

The Spring Conference agenda is almost complete. Bryan is waiting on Sharon for information and a summary on the last session which is being presented by two employees at CIS and an employee at City of Portland.

Bryan will post and email the agenda and include notes about breakfast not being provided to keep costs down, the block of rooms available at The Oregon Garden, and change the Risk Certification credits around a bit to make more sense. The agenda is due to go out Tuesday, March 15, which is exactly one month before the conference.

Website:

Bryan and Jamie are going to look at the website, specifically the calendar function, and see about adding the Board meetings as well as trainings that may be of interest to OR-PRIMA, specifically as it relates to the Risk Certification program.

Bryan will add a section to the FAQs that discusses how a member can print out an invoice for themselves when registering for a conference as opposed to using a credit card as a few members still wish to send checks. It may require submitting a ticket to Star Chapter as the current invoice reads “turn in registration when submitting invoice...” Bryan will look into this.

Risk Certification Program:

The board discussed the program in great detail. After much debate, Bryan made a motion to approve the Risk Certification brochure in its new revised form. Mike seconded. Jamie and Niki abstained from voting. The rest of the members agreed and the motion passed.

An effort is going to be made to have more open communication between OR-PRIMA members about the program from mentors, specifically via the website. Bryan is going to revamp the webpage on the program and include information from the brochure the Scott Moss at CIS developed.

Fall Conference 2016:

The keynote speaker has been booked – Paul LeSage. He has been paid for, but Laurie is still working with him to sign the contract. 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.

Laurie is going to contact National PRIMA and request that either Dean Coughenour speak on a session called Building Value in Risk Management/Top Down and Bottom Up. If he is not available, our second choice is for J. Michael Billingsley to speak on a session called What Your Attorney REALLY Wants from Risk Management. Whomever is available will present on the Wednesday session. Laurie will ask Scott Moss from CIS if he will speak on ERM for the Public Sector. There will be no other breakout sessions competing with these sessions on Wednesday.

Mike made a suggestion that we add a session on “lightning topics.” Ideas for this session include the OR-PRIMA website, the Risk Certification Program and other smaller topics that don’t need sessions unto themselves.

Jamie is going to bring list of the session submissions from years past that we have not used yet and she will submit a call out for speakers for the Fall meeting as soon as Bryan completes and sends out the Spring Agenda next week. Jamie will bring all the information to the May meeting and we will discuss rounding out the Fall Conference topics.

New Member:

Sara Moyer has become too busy and has stepped down as a Board member. Laurie is going to exercise her authority as President in accordance with the OR-PRIMA Bylaws to appoint Dan Davenport from Special Districts Association of Oregon as the new Board member. She will reach out to him and see if he will accept the appointment.

Linked In:

Now that Mina is off the Board, Rob will be taking over as the administrator for the LinkedIn account. Bryan will procure the login information from Mina and pass on to Rob.

Meeting adjourned 1:51 p.m.

After Meeting Items:

Over email on April 1, 2016, Bryan made a motion to extend the early registration rate of \$55 for members and \$65 for non-members through April 8th. Since the meeting is on April 15th, this essentially means there would be another week to waive the \$15 increase. This would be a good incentive to get people to register when he sends a reminder to register. Mike seconded the motion. Niki, Mike, Jamie, Bryan and Rob emailed Aye and the motion passed. The reminder email with extended rates was sent April 1, 2016 at 1:30pm.