

## PRIMA MINUTES

**Date of Meeting:** November 13, 2016

**Call to Order Time:** 12:08

In attendance at meeting:

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

### **Treasurer's Report:**

Sara motioned to pass the Treasurer's report. Sharon seconded and the motion passed.

### **Review of the 2015 Annual Fall Conference at Salishan:**

Feedback was mostly good for Salishan. A few people were upset about the late dinner and a few people were tired of going to the location. Feedback indicated we should have a session or two on basic Risk Management classes (Risk 101). We will explore this option for the upcoming spring meeting at the next board meeting. Ashland is one of the lowest ranked location preferences from feedback despite the desire to mix up the venue. The fall conference 2017 will likely be between Salishan and Hilton Eugene. Julie will give us more information at the next meeting. The 2016 fall conference will be at Mt. Bachelor Village.

### **Thank You Letters for 2015 Fall Conference:**

Board members will send thank you letters to the speakers for the 2015 fall conference based on who was the moderator for which speaker. Bryan will send a draft to Jennifer and she will order more. Sara will send to the speakers that Mina and Gary represented. Sponsor thank you letters will be handled by Julie and Laurie. (After the meeting via email on 11/19/15 Bryan made a motion to approve 200 Thank you cards with envelopes made by City of Portland Print Department at the cost of \$110.00. Sharon seconded the motion and the motioned passed via email voting with no nays.)

### **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.

The website has an integrated "role" section which designates who can do what and the Board is going to begin utilizing this. This will allow only one or two people to work on certain aspects of the website such as the finances. Jamie and Mike will set that up.

We are going to begin utilizing the calendar on the website more. National Prima conferences, Board meetings, etc. will be added.

Bryan will make sure that the new Board members and their new positions are updated.

### **Budget:**

Revenue-wise we are in good shape. There is a \$14k difference in conference from Sunriver to Sallishan. We had discussion around the fact that perhaps we can afford expensive conferences like Sunriver from time to time, but not on a regular basis. We are \$2k under budget right now, but we have no more expenses the rest of the year and the overall balance is in great shape. Sharon made a motion to have the President's expenses completely paid and Board members paid at up to \$800 for National PRIMA 2016. If Board members do not go, they will be paid up to a \$500 credit toward going to local OR-PRIMA Fall Conference. Mike seconded and the motion passed.

### **2016 Spring Conference:**

We have outgrown Oregon Gardens but we are really close to their maximum capacity of 100 people. Spring meeting 2015 we had 102 people and spring meeting 2014 we had 101 so this should work fine. Laurie is going to reach out to them and discuss having spring meeting there again. Emergency preparedness is a good topic theme and April 15<sup>th</sup> is the target date.

### **2016 Fall Conference:**

Velia from City of Redmond suggested Paul LeSage as a keynote speaker. Paul is a retired TVF&R Firefighter who could talk about accident investigation. He speaks nationally and would be difficult to get. Laurie is going to look into booking him right away.

Executive Director of AGRIP, Ann Gergen, could be a speaker for a session at the annual conference 2016. She would be good for a longer Wednesday session.

Sponsorship Chair for 2016 will continue to be Bryan, but each Board member will contact the prospective sponsors. Bryan will track and report with help from Mike on the financial end.

### **2017 Fall Conference and Money Market Account:**

Over email on 12/2/15, Rob made a motion to book Salishan for the 2017 Fall Conference and move \$10,000 into a money market account at the bank. Jennifer seconded the motion and the motion passed via email on 12/3/15.

### **Risk Management Certification:**

Scott Moss put together an information pamphlet draft on the program with required courses and information. Board members will review and approve this and then CIS will review and approve after that. Once the final version of the information is approved we will update the website with this new information.

### **National PRIMA:**

The Board would like to continue to push the effort to get the Oregon Chapter more involved at National PRIMA. Board members will try and get local speakers and moderators for sessions when

National gives the call for presentations and moderators we will respond. At least five Board members plan on going to National PRIMA so we will be well-represented.

Meeting adjourned 1:13 p.m.