

Prima Minutes

Date of meeting: July 10, 2015

Call to order time: 12:08 p.m.

In attendance at meeting

President	Laurie Kemper	P
Vice President	Jamie Iboa	A
Secretary	Gary Hales	P
Treasurer	Mike Murzynsky	A
Past President	Sharon Harris	P
Director	Mina Hanssen	P
Director	Bryan Aalberg	P
Director	Sara Moye	P
Director	Jennifer Thomason	P

Also present at the meeting Julie LaMarche fall conference planner.

No June meeting due to National Conference

Review of minutes:

Minutes:

Board reviewed minutes from May meeting. Mina made motion to accept minutes as written, Jennifer seconded, and motion passed.

Treasurer Report:

Mike reported to the board via e-mail report prior to meeting that our checking balance is \$13,975.15

Laurie noted that her reimbursement amount needed to be corrected to cover all expenses and adjustment will need to be reported in July report. Gary made a motion to approve treasurer report with Laurie's changes. Mina seconded, and motion passed.

Business

Fall Conference Sponsor Updates:

Bryan Aalberg reported that sponsorship going very well, and revenue is exceeding last year and is currently projected at \$26,000 in sponsorships. The web page has been set up so donations can be paid on line at any amount. Laurie brought up concern that some credit cards have “perk fees” attached that reduce the actual payment when these cards are used. Board discussed and agreed that our preference is through check but we will accept credit cards for sponsor donation.

Julie LaMarche brought Draft of “Acknowledgement Ideas” for a sponsor letter. Board reviews and suggested changes. Julie will follow up.

Membership

Membership rates set in May meeting needed reviewed by Treasure with final approval needed at July meeting. Mike sent review document to board via email and new rate structure was approved by board.

Fall Conference Planning:

Board discussed fall conference agenda & speakers. Board is looking for ways to control cost of fall conference. The past practice of supplying rooms for all speakers has become cost prohibitive. Room rates and food costs are increasing at all venues. The board discussed options, including only offering rooms for the keynote speaker and possibly reducing other perks offered to speakers. No final decision was reached by board. Board directed Julie to contact all speakers about registration and accommodation needs and report back.

Board discussed and set rates for 2015 fall conference.

Early bird rate paid before 9/15, is \$150 per person

Regular rate paid after 9/15, is \$195 per person

Non- member rate is \$205 paid at any time registration is open.

Gary made motion to accept 2015 rates, Sara seconded, and motion passed.

CANCELLATION POLICY

Board reviewed and adopted cancelation policy that Julie proposed for 2015 fall conference. Policy is:

If you are unable to attend, we encourage you to send a substitute. If you cannot send a substitute and your registration was paid, OR-PRIMA will refund 100% of your registration fees if written notice is received by September 15, 2015; the refund amount will be reduced to 50% if written cancellation is received by September 18, 2015. Cancellations are not accepted by phone. We regret that refunds cannot be issued after September 18. If your registration was not paid and you cancel after September 18, OR-PRIMA will bill the balance due. Please send cancellation notice to conference@orprima.org.

Boards reviewed and discussed entertainment options and choose to go with "Wild Bills Casino Night". Sharon made motion to make this choice, Jennifer seconded and motion passed.

Board discussed how many scholarship opportunities would be offered for fall conference and it was decided that it would be limited to two applicants with \$500 each going toward conference expenses.

New Business

There will be two board director openings with applications being accepted through August 21. Voting for board members will be open after August 25.

A request was brought from RIMS to partner with Oregon Prima. Topic will be tabled until August meeting.

Meeting adjourned 1:45