

# Oregon PRIMA Meeting Minutes

January 12, 2018

In Attendance:

President	Jamie Iboa	P		Vice President	Bryan Aalberg	P
Secretary	Kevin Jones	A		Treasurer	Rob Gabris	P
Past President	Laurie Kemper	P		Director	Niki Fisher	P
Director	Dan Davenport	P		Director	Daedra Buntin	P
Director	Katie Durfee	P				

**I. Call to order time: 12:10**

II. **Review or Minutes** – Niki motioned to approve the December 8, 2017 minutes with only one change being the date corrected to the correct date. Laurie seconded. All were in favor and the motion passed.

III. **Treasurer’s Report** – Rob reported a preliminary budget for OR-PRIMA for 2018 along with the Treasurer’s Report. Laurie made a motion to approve the report. Daedra seconded the motion. All were in favor and the motion passed. Rob also presented a financial cost comparison of Fall Conference 2016 at Mt. Bachelor Village in Bend (\$11,669.71) and Fall Conference 2017 at Salishan (\$14,387.71). The additional costs were due to less sponsorship, less registration and higher facility costs. The board agreed to consider all this for future conferences.

**IV. Business**

**1. Spring Conference 4/13/18 - Oregon Gardens**

The theme of the conference will be Workers’ Compensation since OR-PRIMA has not had that theme in some time.

One session will be on pay continuation and will be a panel session. Bryan Aalberg and Jamie Iboa will be on the panel along with an attorney. Dan Davenport will ask George Goodman if he would like to speak since he has experience in pay continuation issues.

A second session will be the State’s Employee at Injury Assistance Program (EAIP) and return to work (RTW). Dan will ask Tim Kessel at the State if he would like to present. Dan will also ask Nancy Agnesse if she would like to present as well.

A third session will be the intersection of the American’s with Disability Act (ADA) and Workers Compensation. Daedra will coordinate this session and will work on finding a speaker.

**2. Fall Conference 10/3/18-10/5/18 – Mt. Bachelor Village**

Dan will speak with National Guard Vice Chief Dan Hokanson about speaking. It is understood that Dan would not charge for speaking and only charge for travel and lodging.

He also has a great keynote presentation on Emergency Management that is very popular. This is option number one for keynote Fall Conference 2018.

Niki has options two and three in reserve in case Hokanson cannot commit to the keynote including a keynote from Dale Lesinsky "Safe for the Right Reasons" and Gary Norlin "Hit by Electricity." Both these options would cost over \$4,000 plus travel and lodging.

Jamie will work on putting together a session on "You've completed ISO 31000 – Now What?" with the person in charge of Enterprise Risk Management at University of Oregon.

Jamie will submit a request to the National PRIMA Speaking Bureau for a speaker for Fall Conference 2018 in order of preference as follows: 1) Sarah Derry – Special Events Risk 2) Cindy Mallet – Selling Risk Management 3) Michael Finn – Top 10 Risk Management Issues.

### **3. Standard Operating Procedures (SOPs)**

Board members have worked on the SOPs for the past quarter. Jamie printed out the most recent draft. Members will now look over this draft and report back any changes and then the document will be semi-finalized (although it will always be a "living document".)

### **4. Conference Planner**

Current contracted conference planner Sara Stevenson offered to assist the board in a number of areas for a negotiated price. At this time, the only area where the board saw a need for assistance is for archiving past documents. A number of board members have multiple boxes of files that need to be gone through. Jamie will contact Sara and discuss pricing for this project and bring back a quote for the work for the board to vote on.

### **5. Risk Management Certification Program**

Niki reported that the program will have 28 active participants in 2018. Laurie has worked with Julie at City County Insurance Services (CIS) to produce additional brochures. The board had a discussion over who was eligible to participate in the certification program. Daedra made a motion that you must be a member of OR-PRIMA or CIS in order to be eligible to participate in the Risk Certification Program. Rob seconded the motion. All were in favor and the motion passed.

### **6. November 2017 ISO 31000**

Jamie reported that the ISO 31000 training was well-received. Jamie will give receipts to Rob on lunch as OR-PRIMA agreed to sponsor lunch at this session. The board will consider its role in offering the training again in the future.

### **7. Website**

This discussion was tabled for next meeting.

### **8. Email Discussions for Board**

This item will appear on all future agendas and meeting minutes as a reminder that board business shall not take place over email if at all possible.

**9. Membership Dues**

Bryan provided the board with a membership study that he and Laurie worked on. The past and present membership dues amounts and categories were discussed as well as possible changes. After discussion it was decided to keep the membership fees the same as they currently are, but to appoint a membership chair to be filled by one of the directors on the board in order to assure that members are paying the appropriate dues. Daedra agreed to be the membership chair. The board then discussed appointing other directors to chair certain roles of the board. Niki was already working with the Risk Certification Program so she was assigned education chair. It was suggested Dan be sponsorship chair. The board agreed to formalize these roles at a future meeting.

**10. National PRIMA Conference 6/3/18 – Indianapolis**

At this time, Laurie, Katie and Jamie are the only board members going to the National PRIMA Conference. Niki made a motion to have the OR-PRIMA board approve \$800.00 for reimbursement by check upon receipts given for expenses to the Treasurer for any board member to attend the national conference in 2018. The second part of the same motion included approval from the board for the President of OR-PRIMA to pay in full for the President to attend the National PRIMA Conference. The third part of the motion was made for approval for those not attending the national conference to be reimbursed \$400 to attend the OR-PRIMA Fall Conference or PRIMA Institute with receipts shown in the same manner as above. Laurie seconded the motion. All were in favor and the motion passed.

Jamie made a motion for Laurie to be awarded the Oregon Chapter board member of the year award at the National Conference. Daedra seconded the motion. All were in favor and the motion passed. Congratulations to Laurie.

**11. Spring Conference 4/12/19 – Oregon Gardens**

This item remains on the agenda and meeting minutes for tracking purposes only at this time.

**12. Fall Conference 10/2/19-10/4/19 – Salishan**

This item remains on the agenda and meeting minutes for tracking purposes only at this time.

**V. Future Board Meetings: 2/9, 3/9, 4/13 (Spring), 5/4, 7/13, 8/10, 9/14, 10/3 (Fall), 11/9**

**VI. Other business**

No other business at this time

**VII. Adjourn**

The board meeting was adjourned at 2:25pm