

PRIMA MINUTES

Date of Meeting: 9/9/16

Call to Order Time: 12:08

In Attendance:

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

Last Meeting Minutes:

Jennifer did a great job filling in for Bryan as Secretary last meeting and took minutes. Niki made a motion to approve the minutes without any changes. Mike seconded and the motion passed.

Treasurer's Report:

The Board is still in excellent shape financially. We currently have \$35,130.87 in cash and \$10,003.25 in reserve as of 8/31/16. We should be able to pay for all expenses related to the Fall Conference without touching the reserves. Bryan made a motion to pass the Treasurer's Report. Jamie seconded and the motion passed.

External Auditor

Mike has not heard back from his contact for a possible external audit. Dan knows someone that audited books for another board he was on and will look into them doing an external audit for us. He will bring information back to the next meeting.

Fall Conference 2016 – Oct. 5-7, 2016

Julie LaMarsh was present at the meeting and led the discussion on the Fall Conference. Registration is currently around 70 people and we are used to seeing upwards of 140 in recent years. Bryan will send a reminder to register to all members on Monday 9/12/16. Julie reported that the rooms at Mt. Bachelor Village are sold out. She has made an announcement on the website that overflow rooms have been blocked off at the nearby Marriott Town Plaza. The board made the decisions of who would moderate which sessions and Julie will memorialize that in a custom board-only agenda which she will have ready by the time of the conference. Julie, Mike and Bryan will continue to work at getting the sponsor representatives their complimentary registrations. Contributions will continue to be made to the Oregon Food Bank in the name of the speakers for Fall Conference.

Achievement in Risk Management Award

The board reviewed all submissions for the Achievement in Risk Management Award. Tualatin Valley Parks and Recreation District was selected as the winner for their achievement of becoming S.H.A.R.P.S certified.

Jamie will contact them to let them know they have won. Bryan will procure the trophy. The trophy will be presented to them by Jamie at the Fall 2016 Conference and they will be entitled to two (2) complimentary registrations at the Fall 2017 Conference.

Risk Management Certification Program

Julie presented a new draft of the brochure for the Risk Management Certification Program by OR-PRIMA and CIS. The board agreed that the design was great and recommended only a few minor changes. Niki reported that three people will be graduating from the program this Fall. Niki and Dunny from CIS are two of the mentors who are going to the conference themselves. Sara Stevenson is the other mentor and Bryan will reach out to her and see if she will be attending. Per a previous board motion that passed in July 2015, if Sara will be attending, the board will pay for one night stay and registration. Bryan will make sure plaques are made for the graduates of the program for the mentors to present at the Fall Conference.

Website Updates

Jamie and Bryan reported that the website is going well currently all things considered. Bryan has been doing a good job of keeping the website calendar updated with events.

National PRIMA Membership Initiative

National PRIMA will be offering 5 free memberships to National PRIMA to the OR-PRIMA chapter. Laurie will continue to work with National PRIMA on logistics. Tabled till next meeting.

ERM ISO 31000 in Oregon

Classes for this are set for November 3rd and 4th in Montgomery Park Holiday Inn. The cost will be \$400. Brown and Brown will be sponsoring lunch for the event. Jamie has been coordinating this event and said there is great interest.

Website Blog

A member of OR-PRIMA brought it to the board's attention that we should be utilizing the website blog features so that members can discuss issues over the website/email. This feature of the website is unknown to any board members, but Bryan said he would look into it when he became Vice President after the Fall Conference and offloaded some of the Secretary duties. Bryan will also take over Sponsorship again at that time.

Reimbursement for Board Members

Mike brought up a possible ethics concern with board members using their personal or even company credit cards to purchase goods and services and then being reimbursed by the OR-PRIMA board while earning credit card reward points. The President and Vice President have OR-PRIMA issued cards, but other members do not. It was determined that Sharon and Dan will draft a standard operating procedure on this issue and present it at a future meeting.

Meeting adjourned at 1:44

Next meeting will be at the Original Pancake House in Bend on October 5th before the Fall Conference at 11:00 AM.