

**Oregon PRIMA Board Meeting  
January 14, 2011  
Red Lion Hotel  
3301 Market Street  
Salem, Oregon**

12:05 p.m. Call to Order

**In Attendance:**

Marc Anderson, President  
Debora Leopold Hutchins, Secretary  
Jamie Iboa, Director  
Benson Meyers, Director  
Laurie Kemper, Director  
Dwayne Kroening, Director  
Sara Stevenson, Past President

**Absent:**

Gary Hales, Treasurer  
Sharon Harris, Vice President

**Review of December 2010 Minutes:**

Minutes were amended to reflect the discussion of Stone Creek Golf Course as a course option for the Golf Tournament and correcting the spelling of Benson Meyer's last name. Benson moved to approve the minutes as amended, seconded by Dwayne, motion passed.

**Treasurers' Report:**

No report presented for this meeting. Gary will have the treasurer's report at the February meeting. Marc mentioned Oregon PRIMA'S finances looked good at around \$15,000. Next month, the Board collectively will audit the financials. The Board will meet at Gary Hales' office to conduct the audit. Marc will send out location specifics before the next meeting.

**Spring Conference:**

Marc mentioned he signed the New Oregon Garden agreement. He asked Sara if she would take over the leadership of the Conference which she agreed. Benson also agreed to co chair the leadership as well. Topics for the Conference were discussed and for now the 3 topics that are being considered are:

- Legislation Update (speaker Krishna Balasubramni) Sathers Byerly & Holloway
- Maintaining an effective Loss Control Program
- Contracting Risk (speaker Darren Matthews, Metro, Procurement Manager)

Sara and Benson will spend some time discussing these topics in more detail and report back to the board on the final selected topics.

## **Golf Tournament**

Marc advised the contract with Pumpkin Ridge was signed. He was able to negotiate improved amenities offered by Pumpkin Ridge. He will forward a copy of the contract to Gary and Debora. Gary, Marc and Debora will meet to discuss the Tournament in more detail and then meet with Beecher Carlson to get the ball rolling.

Sara mentioned we should post an announcement about the Tournament on the Oregon PRIMA website since National referenced it in their first Conference flyer. Marc is working with Pumpkin Ridge on a flyer which he will forward to Dwayne for posting.

Marc advised he had a list of potential sponsors which he will pass on to Board members allowing them to add additional potential sponsors to the list. Gary, Marc and Debora will review the list and decide how we should contact the potential sponsors.

Debora said the goal for the February Board meeting is to have a financial picture of the Tournament for the Board review.

## **Old Business:**

Benson reported that Portland Public Schools is willing to print Oregon PRIMA stationary and possibly envelopes at no cost. Benson will work with Marc on the details.

Marc reminded the Board that National PRIMA would be in Portland February 23<sup>rd</sup> and all Board members are invited to have dinner with the National representatives.

Benson reported that MunichRe submitted a list of nonprofit charities to be potential recipients of a donated car. Many of the nonprofits on MunichRe's list were unfamiliar to the Board. MunichRe will decide which nonprofits will be selected to be voted on at the National Conference.

During the National PRIMA Conference, the opportunity to do charity work will not be possible as National has already scheduled a Wine and Gorge tour.

National has indicated that their expectation of Oregon PRIMA is minimal. On June 4<sup>th</sup> there will be a work group to stuff envelopes and do other ancillary tasks in preparation for the National Conference. Debora mentioned that TriMet staff may be available to help with these tasks. She will discuss with TriMet and advise the Board.

### **New Business:**

Web site update, it was mentioned that the site needed to be updated to include the Spring 2011 Conference, the Gary Deverell scholarship, and information about the National Conference. Dwayne will take the lead on this task.

Conference Planner - it was moved by Dwayne and seconded by Benson to give Marc authorization to renew the contract with the Conference Planner under the same terms and conditions. The motion passed

Marc was thinking about sending a note to all PRIMA members letting them know about all the good things happening in 2011. The Board agreed this was a good idea. Marc will move forward with getting this note out.

Benson inquired if there was a list of scheduled topics that routinely come up during certain times of the year. Sara had put together a schedule for Marc's review which he will send out to the Board.

Sara mentioned that the secretary is responsible for maintaining the membership list. It's a dual list, one for paid Oregon PRIMA members and the other is everyone (members, sponsors, etc.) Both lists are electronic and Sara to forward to Debora.

Sara will be honored for all of her contributions to Oregon PRIMA at the Spring Conference in April.

**Meeting adjourned at 1:33 pm**

**NEXT MEETING**  
**Friday, February 11, 2011, 12:00PM**  
**Location: TBD to conduct financial audit**

Debora Leopold Hutchins  
Secretary