

Oregon PRIMA Board Meeting
March 11, 2011
325 13th NE, #201
Salem, Oregon

12:05 p.m. Call to Order

In Attendance:

Marc Anderson, President
Sharon Harris, Vice President
Gary Hales, Treasurer
Debora Leopold Hutchins, Secretary
Benson Meyers, Director
Laurie Kemper, Director
Jamie Iboa, Director
Dwayne Kroening, Director
Sara Stevenson, Past President

Review of Minutes:

Benson moved to accept last meeting's minutes w/o any changes. Sharon seconded. Passed

Treasurers' Report:

Benson moved to accept Treasurer's report as submitted. Report shows a total current balance (including CD) of \$11,229.45. Dwayne seconded. Passed

Audit results – Board conducted a financial audit after last board meeting per the bylaws. The audit covered 2008, 2009 and 2010. No deficiencies were found.

There was further discussion about whether the audit should occur annually. The audit requirements, if done by an auditor, have increased so the fee could be in the thousands of dollars.

Sharon moved that the Board would review the financials during the first quarter each year to comply with the audit required under the bylaws. Gary seconded. Passed

Old Business:

Spring Meeting Update:

Sara handed out a “draft” Agenda for the Board’s review. It was agreed the Agenda would be tightened up and then posted on the Oregon PRIMA site with the registration form. Debora will send out notice to members about the conference once received from Sara.

The cost to attend the conference was on the floor for discussion. Debora made a motion to charge \$45 for members and \$50 for no members. Jamie seconded the motion which passed.

Table captain involvement hasn't been easy, we need about 6-8 more people as we already have 4. Need two people to facilitate a discussion at the tables. There is an April 5th conference call with the table captains to discuss their role and responsibility.

Still need to identify the person to sit at the registration table. Jamie and Gary agreed to be the responsible parties.

Speaker gifts, there was a motion for Oregon PRIMA to donate \$75.00 total to the Oregon Food Bank in the name of the speakers in lieu of individual speaker gifts. This motion was seconded and passed.

National Staff /Chapter Dinner:

Marc mentioned the National PRIMA staff diner attendees was Sara, Benson, Debora and himself. Attendees had an enjoyable dinner and good conversation. PRIMA National has very little expectations of the local membership's help with and during the Conference.

Marc will do a three minute welcome/greeting during the opening of the Conference.

We discussed the benefits of Oregon PRIMA hosting a hospitality room during the National Conference. The Board looked at the benefits and costs of hosting the room. Due to the potential cost, Marc will check with National to see if Oregon PRIMA could share a portion of National's registration booth.

What could Oregon PRIMA give away to the attendees as an Oregon memorabilia for attending the National Conference? The suggestion of a lapel pin was discussed and Marc to look into the cost.

Chapter Golf Tournament at National Conference:

Gary gave a financial update on the progress of the tournament. A copy of the current sponsors and levels was handed out for the Board's review.

Debora reported that Ronda Hollis with City of Portland agreed to be the volunteer coordinator. Board members are expected to volunteer; there will be specific volunteer roles for the Board assigned at a later date.

Debora and Gary will start discussions with Pumpkin Ridge concerning the terms of the Golf Agreement including how best to spend the \$2,000 Pro Shop gift credit.

Gary will check into the cost of transportation from the Hilton Hotel to the Course and back.

New Business:

Oregon PRIMA's financial support for Board members to attend the National Conference was on the floor for discussion. Some Board members will not need support since their employers have already committed. A motion was presented by Dwayne for those Board members desiring financial assistance would receive \$250 and the President would receive full reimbursement of his expenses. Benson seconded the motion which passed.

Under consideration is whether Oregon PRIMA has the financial means to offer scholarships for members to attend the National Conference. Benson motioned that Oregon PRIMA offer one \$250.00 scholarship for a 2 year risk manager to attend the Conference. Sharon amended the motion to a first time National attendee. Sara seconded the amended motion which passed. There is a scholarship application already on the Oregon PRIMA website. Benson will review the application for possible changes. He will let Debora know when to send the scholarship announcement to the members.

Marc addressed the National PRIMA Chapter Service Award and who the designee should be. Marc was in favor of Scott Moss but wasn't sure if he had already received this Award. Laurie will check with Scott to verify if he has already received this Award. Benson's nominee was Scott Moss, but Marc was reminded as the President of Oregon PRIMA it is his decision not the Board's decision.

Bill Douglas offered to conduct a session at the Spring Conference on White Collar Fraud, Benson will follow up with Bill on his offer.

At the April 8th Board meeting, the Board will want to consider a Theme for the 2011 Annual Conference. A call for presentations will also need to go out soon.

Mailing list, several individual's e-mails popped back as undeliverable. Debora is seeking Board members to help identify

the correct e-mail addresses. Debora will send the list out to the Board members for their assistance.

Adjournment:

There being no further business, the meeting was adjourned at 2:00 p.m.

**NEXT MEETING: Friday, April 8, 2011 12:00PM
Red Lion Hotel
3301 Market Street
Salem, Oregon**

Debora Leopold Hutchins
Secretary