

**Oregon PRIMA Board Meeting
August 19, 2011
Red Lion Hotel
3301 Market Street
Salem, Oregon**

12:03 p.m. Call to Order by President Sharon Harris

In Attendance:

Sharon Harris, President
Sara Stevenson, Past President
Debora Leopold Hutchins, Secretary
Gary Hales, Treasurer
Jamie Iboa, Director
Marcene Olson, conference coordinator

Absent:

Benson Meyers, Director
Laurie Kemper, Director
Dwayne Kroening, Director

Review of Minutes:

April 8, 2011 minutes were reviewed; Jamie motioned for approval, Gary seconded the motion, passed with no changes.

May 13, 2011 minutes were reviewed; Gary motioned to approve the minutes subject to changes, Sara seconded the motion, motion passed.

June 8, 2011 minutes were e-mailed to all Board members prior to the August 19, 2011 board meeting. Debora to e-mail board members and ask them to review and approve the minutes.

Treasurers' Report:

Gary provided a representation /overview of the financial occurrences during the month of July.

Gary to send Marcene the 2011 conference registrant registration form

Debora to send Gary the current mailing list

Gary noted that the general liability renewal premium for Oregon PRIMA will be \$777. This amount appears to be significantly higher than last year. Gary will contact the carrier and inquire on reason for premium increase. Monthly premium payments will be paid at this time until the Board decides what should be done.

New member, Bonnie Hurd, risk manager City of Medford joined Oregon PRIMA on July 11, 2011. Debora will add her to the membership list.

Old Business:

Review of 2011 Annual Fall Conference, Oct. 5-7, 2011, reported by Marcene:

Hotel – Marcene reported on the reservations and handed out the individual board member’s registration number and confirmed each board members arrival date.

Bios for all speakers and presenters have been received.

Wild Bill’s entertainment contract is secured and deposit has been paid. Wild Bill’s does not give prizes, it’s PRIMA’s responsibility. PRIMA will use the remaining prizes from the golf tournament; Gary to confirm what’s left from the tournament. Marcene to check with Wild Bill’s to find out what types of prizes are generally given and for what levels.

Conference banquet is \$45/person which will include Salmon and chicken entrees. All other food items will be the same as prior years and that includes breakfast, lunch and breaks. One drink ticket will be provided during the banquet.

Sponsorship’s were reviewed, Benson still working on his sponsors. Debora to follow up with Wells Fargo. Marcene to send Barker Uerlings an invoice and in fact invoices to all sponsors will be sent.

Gifts for speakers will be discussed during the September board meeting.

Gary Deverall scholarship – Gary Hales will send out a membership renewal reminder and include information about this scholarship. Scholarship applications are to be submitted to Debora by September 8th. A discretionary scholarship will not be offered at this time until the Board has a better feel for membership renewal dues and the conference sponsorship participation.

2012 Fall Conference - to be held in Bend

Ballots for new board members – Sara to put together the ballots, board members are to follow up with potential PRIMA members of their interest to serve on the board.

New Business:

PRIMA membership – Gary noted that the membership renewals were slowly coming in. It looked like members were paying their dues later than previous years. Sharon cautioned Gary to be aware that sometimes membership dues and conference fees are combined. Affiliate membership (i.e. brokers) should only be a \$100 flat fee since we seek their conference sponsorship.

Adjournment:

There being no further business, the meeting was adjourned at 1:40 p.m.

Debora Leopold Hutchins
Secretary

**NEXT MEETING: Friday Sept. 9 at 12:00 p.m.
Red Lion Hotel 3301 Market St. Salem, Oregon**