

Oregon RIMS Board Meeting Minutes
Thursday December 13, 2018
Multnomah Athletic Club
9:00 – 10:00 a.m.

In attendance: Keesa Garcia, Grant Feltz, Dale Lindstrom, Katie Wheeler, Troy Hall, Jeanna Madlener, Cassandra Forbess, Dan Holden

Excused: Elena Peterson, JP Agnese, Eric Machado, SueLing Gandee

Upcoming meetings 18/19 year status:

Date	Event	Time/Venue	Notes/Responsible Party
August 22	Golf Tournament & Kick-Off Social	The Reserve	Mike Nurre
Sept 17-19	WRC	Sentinel Hotel	Board/Rhino Consulting
Sept 19 th	Monthly Board Meeting after WRC	Sentinel Hotel	Cassandra
Oct 18	PERK Session: Risk and Social Media Platforms	Lunch meeting @ MAC	Troy & Grant – possible live stream
Nov 15	Contractual Risk Management Panel	Evening meeting @ MAC	Cassandra & JP
Dec 13 th	ADA/Discrimination & EPLI	Breakfast meeting @ MAC	Keesa & Dale
Jan 17	Creative Event Risk Management *Holiday Party* Theme: Hawaiian	Evening meeting @ MAC	Katie & Eric -Meeting scheduled -ACTION: Katie to send Jan. Meeting flyer to Keesa and post event on social media
Feb 12 -new date	PSU All Majors Career Fair	PSU	Jeanna -RIMS signed up
Feb 21	Diversity and Inclusion	Lunch meeting @ MAC	Grant & SueLing -CE credits will not be available at this meeting -Grant procuring speakers
Mar 21	RRP meeting	Time/Location TBD	Jeanna, Elena & Grant -Room reservation at MAC pending; discussed Sentinel as a backup location
April 18	<i>TBD</i>	<i>MAC – time TBD</i>	<i>Katie & Troy</i> -Discussed joint meeting with IT group; Cassandra looking into further -May need a bigger room based on group size -ACTION: Grant to determine if April room reservation is lunch or evening, and if we can reserve a larger room for joint meeting.

April 28 – May 1	RIMS NATIONAL	Boston, MA	
May 16	Tour: Sullivan Power Generating Station	Lunch meeting @ MAC (<i>need to cxl at MAC</i>)	JP & Cassandra -JP has reserved space for the tour
June 13	Education Day & Annual Meeting		SueLing & Committee -Planning to start next month

Reminder: Information to Troy Hall at least 45 days before monthly meetings to get CEUs in place.

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- RRP Committee – Jeanna
 - Central Washington University RM program
 - The university is moving forward with new risk management major to be available in 2019.
 - Career fairs
 - PSU All Majors Career Fair 2/12/19 (not 2/21/19)
 - Jeanna to look into staffing and see if additional volunteers are needed
 - RRP Networking events – planning in progress
Spencer grant:
 - 2019 is the Spencer Educational Foundation 40th anniversary. Given the success with WRC, discussed increasing 2019 Spencer donation. To have a named or earmarked grant, Spencer requires a substantial contribution.
 - Per Jeanna, OR RIMS members have benefitted from \$67,000 of Spencer involvement (grants, RM in Residence, local school programs, etc.).
 - OR RIMS typically donates \$1,500 annually, which is average for a chapter of our size. Discussed increasing donation to \$5,000.
 - **MOTION:** Cassandra motions to designate \$5,000 for a 2019 donation to the Spencer Educational Foundation. Dale seconds. All in favor. None opposed. Motion passed.
 - **ACTION:** Discussed Dale connecting Concordia and CWU representatives as a peer group working toward a similar goal of implementing a risk management degree program.
- Membership Update – Elena *excused*
 - Local associates billing update
 - Scheduled to go out in January.
 - *New member update
 - One new member joined sine last meeting
 - In new year, focus on how we can reach out to these companies.
 - Top 100 Oregon Companies – OR RIMS has members from about one quarter of Oregon's top 100 companies.
 - a. 22 of Oregon Top 100 are our chapter's members (21 professional and 1 local associate)
 - b. OR RIMS LinkedIn group includes members from 6 other Top 100 Oregon companies

- c. Hold for future discussion: consider advertising this statistic on LinkedIn or the chapter website.
 - 2) LinkedIn
 - a. Logo update – logo forwarded to JP to update.
 - b. Discussed adding link to Facebook Live to monthly flyers, and advertising on the chapter website and LinkedIn.
 - c. Hold for future discussion: Since we have 334 members on our LinkedIn page, we should consider posting risk management articles to see if we can boost our visibility and create healthy discussions.
- Education Update – Troy
 - ARM classes
 - i. Courses are scheduled and the announcement has gone out.
 - ii. **ACTION:** Keesa to send email blast solely for the AMR courses before and after the holidays.
 - iii. Two individuals are currently signed up.
 - *Live Streaming project
 - i. Today the presentation slides were difficult to see from the Facebook live stream. Discussed buying tripod and clip to use phone (which has a great camera) to stream Facebook live, rather than computer.
 - ii. Prior meetings have 40 to 50 views indicating that people are viewing the presentations after it has aired.
 - iii. Discussed posting a video to announce the Facebook Live stream on Facebook prior to each meeting. The person in charge of the monthly meeting will be responsible for posting the video.
 - iv. **ACTION:** Keesa to add Facebook Live video announcement to meeting checklist. [DONE]
 - v. Discussed creating an email group for remote members so we can email them specifically prior to meetings to provide video link and presentation slides, if available.
 - vi. **ACTION:** Troy to put proposal together for Facebook live; CE groups.
 - vii. **ACTION:** Keesa to create remote mailing list.
 - *New ARM, RIMS-CRMP designation recipients
- Director-at-Large – Katie
 - 2018-19 annual sponsorship drive update
 - i. Scheduled to start January 2019.
- Special Events – SueLing
 - *E-Day/Annual meeting
 - i. Planning scheduled to start in January.
 - ii. Consider Sentinell as a backup location. Sentinell may have parking vouchers.
 - iii. SueLing is recommending holding E-Day at the MAC; she has not seen a proposal from Sentinell yet, on June 13, 2019 with Speaker/Board/Volunteer dinner the day prior to the event.
 - **MOTION:** Grant motions to hold the 2019 E-Day at the MAC on June 13, 2019. Cassandra seconds. All in favor. None opposed. Motion passed.
 - *Golf – update pending
- Communications Update – JP *excused*
 - *Digital Archive
 - LinkedIn
- Delegate Update – Dan
 - RIMS National Delegate update

- Discussed length of position; moving to a one year position rather than two years. The goal is to move the past president into the Delegate position immediately, rather than wait several years for their turns.
- Member and Chapter Services committee may have an opening at the end of his term (4 year term).
- **ACTION:** The board is to consider items of interest to the chapter to present to National and discuss with Dan in January.
- Treasurer Update – Dale
 - PayPal buttons
 - i. The buttons are now working and cleaned up.
 - Associate member tracking sheet update
 - i. The payment history is used to track members and send annual invoices.
 - Travel budget
 - i. Discussed awarding a second RRP scholarship. Based on the travel budget, the board will not be awarding a second scholarship due to board travel expenses for the national conference in 2019.
 - *Bank transition project
 - i. The MAC is not accepting US Bank RIMS cards. In addition, RIMS still is charged bank fees.
 - ii. Grant to pay for MAC fees on his personal card. Dale to reimburse immediately until we find a card solution the MAC accepts.
 - *Oregon RIMS Chapter Financials and bank balances update; see below

OR CHAPTER OF RIMS

TREASURY REPORT – 12/09/18

Assets

PayPal - \$2,224.46
 WRC Account - \$88,616.25
 Checking Account - \$29,281.78
Savings Account - \$31,733.66
 TOTAL - \$151,856.20

Liabilities

Credit Card Charges - \$1,780.00
Check for Dale (Network Meeting with Jay Price) - \$23.75
 TOTAL - \$1,803.75

NET FUNDS AVAILABLE - \$150,052.40

- Secretary Update – Keesa
 - *Newsletter project – see below
- Vice President Update– Grant
 - “Following” sponsors and members on Facebook and Instagram
 - i. In progress. Considering following top 100 companies as well.
 - *Branding guidelines project

- i. Proposal provided from Denny Robles to design a logo and brand guidelines for \$2,550. Per Grant, the bid price is industry standard. Deliverables to include color palette, typography, logo assets (to be further clarified) and style guide.
 - ii. Courageous Conversations – this developer had a similar rebranding project with this company. Top down branding with templates.
 - iii. **ACTION:** Grant to email branding proposal to board along with sample project (Courageous Conversations). [DONE]
 - iv. If needed, we can approve the project in phases and meet in person with the designer.
 - v. As a timeline, we discussed having deliverable ready for E-Day 2019.
 - vi. **ACTION:** Send a list of deliverable/logo assets to Grant. Grant to review proposal and modify as needed based on deliverables requested. Board to review final proposal at next meeting for approval.
- Past President Update – Eric *excused*
 - *ECHO
 - i. **ACTION:** Eric to send email to board for pending/follow up action items pertaining to Echo.
 - Goals –progress update
 - *2 posts/month on social media*
 - *Add 25 new names to Chapter Mailing list from outreach effort*
 - *Live stream one meeting*
 - *Chapter Newsletter 2x/year*
 - *Digital archive*
 - Discussed reviewing websites from other RIMS chapters for ideas on revamping the Oregon website. Many chapters have their own website and link the rims.org website to their website. The chapter website is currently free; however, the functionality and design is limited.
 - **ACTION:** Board members to review websites from other chapters for inspiration on creating an Oregon RIMS website.
- President – Cassandra
 - *Strategic Planning
 - i. Executive board to create 5 year plan. In progress.
 - ii. Actions related to chapter website, branding and Spencer involvement all play into the five year plan. Discussed the importance of being strategic about chapter planning and creating continuity throughout the years.
 - iii. Comments and suggestions regarding the 5 year plan should be sent to Cassandra.