**Oregon RIMS Board Meeting Minutes**

**Thursday March 15, 2018**

**MAC Club**

**3:00-4:00pm**

**In Attendance:** Keesa Garcia, Eric Machado, Grant Feltz, SueLing Gandee, Cassandra Forbess, Jeanna Madlener, Katie Wheeler, JP Agnesse

**Excused:** Jackie Kamstra, Elena Peterson, Dan Holden, Troy Hall

**Agenda:**

* Upcoming meetings 17/18 year status (italicized are 18/19 set dates, grey are past dates):

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| August 31 | Golf Tourney and Kick-Off Social | Mike Nurre |
| Sept 21 | Lunch – Construction OSIP and CSIP | Cassandra/Keesa |
| Oct 19 | Lunch – FM Global – Amy | Katie/Cassandra |
| Nov 1-2 | PSU All Majors Fair | **Discuss at Sept mtg** |
| Nov 16 | Evening – Emerging Legal Issues – Raymond Mascia | Eric/Troy |
| Dec 14 | Morning – Achieving True Integration | Troy/Grant |
| Jan 18 | Evening Holiday Party – IoT, AI, creative tech | Grant/Elena |
| Feb 15 | Lunch – Insuring Black Swans | Katie/JP |
| Mar 15 | Evening – Disaster Recovery/Preparedness | SueLing |
| April 15-18 | RIMS National | BOARD |
| May 17 | RMIR Meeting & Lunch Meeting  | Jackie/Jeanna/Keesa  |
| June 21 | Annual Meeting – No Eday this year | SueLing and committee |
| *Aug 22* | *Annual Golf Tournament – The Reserve Golf Club* | *Mike Nurre* |
| *Sept 17-19* | *WRC 2018 – Navigating the Future - Portland!!!* | *BOARD* |

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

May meeting:

* The PSU Risk Manager in Residency meeting is scheduled for Monday, May 14th at the PSU campus from 11:30 – 1:00 (11:30-12:00 networking, 12:00-1:00 Risk Management panel)
* The room has a cap of 30 people and PSU has extended an invite to 8 RIMS members.
* The board agreed to host a standard RIMS May meeting since the April meeting is cancelled. Cassandra confirmed that the room at the MAC is still available on May 17th.
* **ACTION:** Keesa to schedule Perks session for May meeting.

June Annual Meeting:

* SueLing is working on the flyer.
* The early bird registration rate for this meeting is $50 for members, and $65 for non-member. The walk up price is $80 for members and non-members. Registration includes 2 hours of education, food, beverages and raffle tickets.
* Below is the initial agenda plan:
	+ 1:00-1:30 Check in
	+ 1:30-2:00 President introduction
	+ 2:00-3:00 Session 1
	+ 3:00-3:30 Break (RIMS intro new board)
	+ 3:30-4:30 Session 2 (serve appetizers here)
	+ 4:30-5:30 65th Anniversary Celebration
* Topics considered thus far are the Me Too movement, AI and robotics.
* There will not be a title sponsor for this event. Reception sponsor pending.
* Marketing will start and registration will open once the flyer and agenda are complete.
* Student Committee – Jeanna
	+ May Social Event with PSU’s Risk Manager in Residence
		- See above. This is now a separate event from the May meeting.
	+ Part time Master’s scholarship update
		- Jeanna to remind members at today’s meeting.
		- There are 5 paid internships in the Portland area.
		- There is a RRP committee meeting next Thursday. Working with OSU to coordinate Risk Managers in the greater Northwest and West area. There is interest in bringing RM courses to OSU.
		- Grant mentioned using the business school mentorship program as a resource for the RRP committee. Grant has a mentee now and will send the information to Jeanna. Discussed adding this to the student program next year.
	+ RRP meeting at RIMS National: Jeanna will not be at the conference. Eric to attend to find out more information about how to retain RRP. Discussed Eric speaking at meeting if needed.
* Membership Update – Elena – not in attendance
	+ New member update
	+ Local associates billing update
* Education Update – Troy (not attending, home with new baby, congrats!)
	+ Spring ARM 55 online is scheduled and has been advertised.
	+ The board will purchase Zoom, GoToMeeting or similar software.
	+ **ACTION:** Eric will coordinate with Eva to survey current student. If all liked Zoom and there were no issues, then the board will purchase Zoom prior to next course.
	+ Discussed using Zoom at board retreat and future board meetings.
* Director-at-Large – Katie
	+ 2018 annual sponsorship drive update
	+ $14,500 confirmed sponsorships, down from $26,000 the prior year excluding golf. This is due to WRC. There are still some that plan to participate as a sponsor, which should bring sponsorships to $20,000.
	+ There are no title sponsors.
	+ RIMS will be a supporter with an exhibit booth at the ERM Symposium on April 11th from 7:30 AM – 2:00 PM at the MAC. Katie and Grant volunteer to attend and man the booth.
	+ **ACTION:** Katie to ask Jennifer for a WRC Save the Date flyer to have available at the booth. Cassandra and Mike have box with RIMS swag.
	+ **ACTION:** Katie to send email to Keesa with details to add to email. Keesa to advertise ERM Symposium on next email.
	+ **ACTION:** Board members to stock up on RIMS swag at national conference.
* Special Events – SueLing
	+ Annual meeting location discussion – ongoing
		1. See above.
		2. SueLing would like to purchase a cake for the annual meeting celebration. Per Eric, there is room in the budget for a cake.
		3. **ACTION:** Closer to the Annual Meeting, Keesa to send out email blast to Associate members asking for prize donations.
	+ WRC 2018 Speaker Committee updates
		1. Agenda went live today. Two keynote sessions and two concurrent sessions are still available, all other slots are filled.
		2. Looking into getting a pizza and beer session discussing supply chain risk. Craft Brew Alliance and Papa Murphys to speak.
		3. Keynote: Columbia software and Greenbrier are considering speaking about the risk of growth. Other speaker recommendations for the topic are Vigor and the Craft Brew Alliance.
		4. JP discussed having an interactive question and answer format for his session, and will have set questions prepared in case there is little involvement. SueLing confirmed that this format works well and is typically well-received by the crowd.
* Communications – JP
	+ All events are posted and current.
	+ Job postings are kept open for 90 days.
* Delegate – Dan
	+ Logo refresh update
		1. All of the board likes the rose logo provided by RIMS.
		2. One more logo template pending from RIMS.

* Treasurer – Grant
	+ Xero transition update – Exec Board members should have gotten emails and logged in
		1. **ACTION:** Grant to resend Xero registration link to all but Cassandra and Eric. The prior links have expired.
	+ WRC Financials
		1. Pending
	+ Oregon RIMS Chapter Financials and bank balances
		1. Pending
		2. **ACTION:** Meeting minutes to be updated when financials are provided.
	+ Associate member tracking sheet
		1. **ACTION:** Grant to complete associate member tracking list and send to board.
* Secretary – Keesa
	+ WRC Sponsor update
		1. $73,750 in committed sponsorships (98% of our stretch goal of $75k). All committed sponsors have been invoiced ($46,750 paid to date).
		2. Title sponsor position for $7.5k is currently open and will remain open through June 1st. The committee plans to solicit title sponsors at RIMS national conference.
		3. Gallagher Bassett water bottle sponsor for $4k pending.
* Vice President – Cassandra
	+ Keesa to keep monthly meeting registration links in email and to increase frequency of emails prior to events. There is typically a surge in registration each time an email announcement is sent.
* Past President – Jackie
	+ Update – see May meeting notes.
* President – Eric
	+ Update – Chapter of the Year award. Eric to speak at national conference.
	+ By Laws discussion – any edits?
		1. Clarify if Associate members can serve on the board.
		2. Grant wrote reserve language for bylaws and needs to insert them into the Google doc.
		3. **ACTION:** Send the bylaws out for member vote 45 days prior to the annual meeting, by 5/21/18. For bylaw amendments, there needs to be an affirmative vote by 2/3 of the members.
		4. **ACTION:** Send board ballot by end of April. Executive members need a majority vote by members in attendance at Annual Meeting.
	+ WRC Outreach Committee
		1. The committee is formed and is scheduled to start sending out emails to prospects soon.