

Oregon RIMS Board Meeting Agenda
Thursday November 18, 2018
Multnomah Athletic Club
3:00 – 4:00 p.m.

In attendance: Keesa Garcia, Jeanna Madlener, Katie Wheeler, Cassandra Forbess, Grant Feltz, Dale Lindstrom, JP Agensse, Mike Nurre, Elena Peterson, Eric Machado

Excused: Dan Holden, SueLing Gahdee, Troy Hall

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 – live stream
Nov 15	Contractual Risk Management Panel	Evening meeting @ MAC	Cassandra & JP
Dec 13 th	ADA/Discrimination & EPLI	Breakfast meeting @ MAC	Keesa & Dale – on schedule, CEs pending
Jan 17	Creative Event Risk Management *Holiday Party* Theme: Hawaiian	Evening meeting @ MAC	Katie & Eric – in progress
Feb 21	Diversity and Inclusion	Lunch meeting @ MAC	Grant & SueLing – in progress, Willis submitted request to speak, Katie to send information to Grant and SueLing
Feb 12 th	PSU All Majors Career Fair	PSU	Jeanna – registered, payment pending
Mar 21	RRP meeting	Time/Location TBD ACTION: Grant to book lunch meeting at MAC	Jeanna, Elena & Grant
April 18	<i>TBD</i>	<i>MAC – time TBD</i> ACTION: Grant to schedule evening meeting at MAC	Katie & Troy – discussed cyber group partnership
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
June 13	Education Day & Annual Meeting	Tour Sentinell as a potential location for E-Day	SueLing & Committee

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
 - Spencer grant awarded to help develop a risk management program; the university plans to move forward with a risk management major program in 2019.
 - Discussed donating to Spencer for use toward local university grant; increasing donation this year during Spencer's 40th anniversary; and creating guidelines for donating toward specific schools and/or resources each year.
 - Career fairs
 - PSU – 2/12/19. Mike Nurre to chair.
 - Jenna attended the OSU Meet the Firm Finance Majors event and recommended attending more frequently. Students were engaged and interested in risk management.
 - RRP Networking events.
 - Discussed hosting a RRP event in 2019.
 - The RRP committee met last week and will focus on engaging more RRP's and finding a RRP that will serve as the future leader of the committee.
 - The RRP committee is scheduled to meet quarterly with email communication as needed.
 - OSU – HR curriculum, discuss risk management panel and risk management curriculum development.

 - Membership Update – Elena
 - RIMS mentor program
 - Keep on agenda for follow up discussion. All board members should sign up.
 - Local associates billing update
 - Start preparing for local associate member billing in January. Keesa to add local associate member announcement in December/January email blast. Consider adding PayPal link.
 - Auto invoice the local associate members that paid last year. Send invitation/announcement of membership option to all members (include in email blast).
 - There are currently 26 local associate members.
 - *New member update
 - Four new members joined since prior meeting.
 - There are currently 128 OR RIMS members, including 95 Professional, 7 Associate, 26 Oregon only Associate members.

 - Education Update – Troy – excused
 - ARM classes. The following Spring 2019 courses have been confirmed:
 - i. ARM 54 taught by Eva LaBonte on Tuesdays starting 1/15/19 and ending 3/26/19
 - ii. ARM 55 taught by Victoria Nolan either Tuesday or Thursdays starting 1/15/19 or 1/17/19
 - iii. ARM 56 taught by Scott Moss on Mondays starting 1/14/19 to 3/25/19
 - iv. **ACTION:** Keesa. Keesa to announce in next email blast.
 - *Live Streaming project
 - i. All ARM courses will be streamed live.
 - *New ARM, RIMS-CRMP designation recipients

- i. Solicit recipients from chapter meetings to award.
 - o All CEs from OR/WA for WRC entered.
- Director-at-Large – Katie
 - o 2018-19 annual sponsorship drive update
 - i. Sponsor options updated with new logo and new offers.
 - ii. E-Day benefits added back in to sponsor package.
 - iii. Discussed sponsor highlight on newsletter or social media.
 - iv. **ACTION:** Student sponsor package: discussed broadening to RRP sponsor package since students fall into the RRP category and it is more aligned with our verbiage. Consider sponsor hosted RRP happy hour and benefit.
- Special Events – SueLing
 - o *E-Day/Annual meeting
 - i. **ACTION:** JP to check zoo event pricing.
 - ii. Committee scheduled to meet again in January.
 - o *Golf
 - i. Date set.
- Communications Update – JP
 - o Website up to date including ARM courses.
 - o JP to add a blurb to the website regarding Eva's award.
 - o *Digital Archive
 - o LinkedIn
 - i. Victoria transferred ownership information to JP.
 - ii. **ACTION:** Elena to work with JP to update/post OR RIMS information on LinkedIn.
 - iii. All board members should be posting to LinkedIn. Discuss at next meeting.
 - o **ACTION:** On chapter website, under Membership Events, update president name, consider removing payment button or adding Non-Member pricing.
- Delegate Update – Dan – Excused
 - o RIMS National Delegate update
 - o House of Delegates voting
 - o ECHO – Chapter of the Year award logo
- Treasurer Update – Dale
 - o PayPal buttons.
 - i. Working at this time.
 - o Associate member tracking sheet update – see above from Elena
 - o Chapter Dues Reporting – due Oct. 8 – done
 - o Credit cards – Eric's card is still pending; all limit increases were granted
 - o *Bank transition project – on hold
 - o *Oregon RIMS Chapter Financials and bank balances update:

**OR CHAPTER OF RIMS
FINANCIAL SUMMARY – 11/13/18**

Funds on Account

PayPal - \$483.63
US Bank Savings Account - \$31,731.30
US Bank Checking Account - \$33,396.01
US Bank WRC Account - \$89,532.94
Petty Cash - \$100.00
Coins to Deposit (for WRC event) - \$40.00
WRC Check to Deposit (Willamette Nurses Group – Who has this check?) - \$500.00
TOTAL - \$155,300.25

Payments/Expenses Outstanding

US Bank Credit Card - \$1,540.24
WRC Speaker Fees for Heidi Bastien and Ritto Stipend (Checks to be issued on 11/19) - \$916.69
Golf Mulligan Kid's Chance of Oregon (Check to be issued on 11/19) - \$1,630.00
TOTAL - \$4,086.93

NET FUNDS REMAINING - \$151,213.32

- Secretary Update – Keesa
 - Scholarship applications
 - i. Katie and Gloria from OHSU is a nominee. Discussed approving one scholarship now and consider adding another scholarship next month based on budget.
 - ii. **ACTION:** Add second scholarship to next months meeting agenda.
 - iii. **MOTION:** Grant motions to award the scholarship to Katie. Eric seconds. All in favor. No opposed. Motion passed.
 - iv. Registration opens next week for national conference.
 - v. **ACTION:** Keesa to contact Mike to let him know the board awarded the scholarship; however, we are considering awarding a second scholarship and will discuss in December.
 - Monthly meeting checklist – done
 - Letterhead & Passwords – updated
 - *Newsletter project – in progress, follow up offline
- Vice President Update– Grant
 - “Following” sponsors and members on Facebook and Instagram. – in progress
 - i. **ACTION:** Keesa and Grant to get in touch via email to review the branding update once Grant hears back from local designers.
 - *Branding guidelines project – in progress. Grant waiting to hear back from a few individuals.
 - RSVP list kept up to date in DropBox in the Monthly Meeting folder.
- Past President Update – Eric
 - *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*

ACTION: Eric to review Echo action items and contact individuals to meet end of year deadline.

- President – Cassandra
 - Quarterly Executive Board meeting recap