

The Kansas PRIMA board members met on January 26, 2011 at the offices of the Kansas Association of School Boards.

Officers in attendance: Melissa Fairbanks - President, Donna Dolinger-Capria - Vice President, Diana Mansouri - Secretary, Kelly Perkins - Treasurer, Liz Maisberger-Clark - Director, Sid Cumberland - Past President.

An audit committee will be conducting an audit immediately before the February meeting. Melissa will ask Kim Salanski and Lannie Linebarger to serve on this committee. If Lannie cannot do it Alan Weldon will be asked.

Meeting topics for the 2011 quarterly meetings were discussed and tentatively set as follows:

February 18, 2011: Recognize 2010 Board members; discuss scholarships for MO/KS PRIMA Conference and National PRIMA Conference; Chapter Service Award nominations; Morning speaker- Tom Adams, Travelers Public Sector, (State of the Market and Emerging Risk Management Issues); Afternoon speaker- Larry Karnes, Kansas Self-Insurer Association, (Legislative Update).

May 20, 2011: This is vendor recognition month, vendors are not charged a registration fee for the meeting. Liz will find someone to do a presentation on Bullying and Sexting - How Far Do Our Responsibilities Go? How Do We Deal With These Issues?

August 19, 2011: Glen Deck, KPERS, will speak on pension funding during the morning session. For afternoon session the board agreed to find a topic and speaker at MO/KS or National Conferences.

November 18, 2011: Recognize any members who will be retiring. Travelers will be asked to do a Signage presentation and City of Shawnee Fire Department will be asked to do a session on their firefighter fatality including what they learned and how they moved forward. The Board will have its annual meeting immediately following.

Other topics of discussion included Workplace Violence/Security, Media Relations, Recovery and Business Continuity Plan, Pools (discussion on drains installed last year), Kansas City Kansas firefighter fatality, St. Joseph Law Enforcement Gun Training Incident, Medicare Reporting, Legislature Update and Finance.

Melissa reminded the board that National PRIMA will do any kind of survey we might want free of charge.

The chapter service award was discussed and the board decided to it on the business agenda for the February meeting.

The board discussed dues and although it has been a while since it last increased them it will not make any changes this year. Kelly mentioned that although the chapter did not make money this past year it is not short of funds. She said that money we get in does not always cover the entire cost of meeting room and lunch. Melissa asked Kelly to update the dues registration form.

Melissa asked if someone besides Secretary would keep a Task List of things members agree to do at quarterly meetings. Donna volunteered to be our Task List person.

**National Conference Scholarships:** The Board decided that this year again the Chapter will set the limit at three (3) scholarships in the amount of \$1,500 each. We will pay for their registration and ask them to submit receipts for the balance. The scholarships will be awarded to the chapter President, Vice-President, and chapter service award recipient. If one or more of these members already have money budgeted for the conference then it was suggested that the remaining scholarships be awarded to other members. The board will discuss with membership at February meeting. Sid is tracking scholarship requests and the deadline to submit to him will be announced at the February meeting. This year the conference will be held the first week of June in Portland, Oregon.

National PRIMA is offering \$1,500 scholarships to its national conference this year. This is four nights of lodging, a complimentary registration and a \$250 stipend. Dennis Quiring sent an e-mail out to members on Melissa's behalf which included deadline information and a link to the website to apply.

**MO/KS Conference Scholarships:** It was mentioned that last year the Chapter awarded approximately seven (7) scholarships in amount of \$300 each (\$100 for Registration and \$200 for other expenses such as hotel, etc.). The Board estimates the cap this year will be approximately ten (10). Sid will track requests again this year. The deadline to submit a request to Sid is March 1<sup>st</sup>. Recipients will be chosen on a "first come, first serve" basis. He will tally up total requests and send information to Kelly and she will send one check in for all registrations. This year the conference will be held April 13 - 15.

**MO/KS Conference Planning:** Estimate for outsourcing is \$2,500 and Missouri and Kansas chapters are planning on splitting cost. The conference planner will be responsible for registration, vendor setup, etc. To date no one has been hired. Sara told Donna they hope to hire someone by the end of January.

There was discussion on the Fall Seminar and the fact that attendance was much better the first year it was held than the second year. A decision was made to ask membership if we want to have a Fall Seminar and to consider moving venue from Wichita to somewhere on the east side.

**New Membership Recruitment:** There was discussion on ways to increase membership and attendance at quarterly meetings and the board decided to offer a free one-year membership as an incentive. One drawing will be held at the end of the year for a free membership the following year. Each member will receive one entry for every quarterly meeting attended in the current year. Members will receive an additional entry for each guest they bring to the meetings. A suggestion was made to contact people who have attended meetings in the past, including our Fall Seminar, and members who haven't attended and invite them to come back again. Another idea was to offer invitees lunch free of charge. Donna mentioned it would be helpful to have a brochure. Melissa is going to find out if we still have brochures that we paid Johnson County to print for us.

The board discussed the quarterly meeting location and it was decided to keep it at Emporia College in the Flint Hills Room. Holding the meetings at this location allows everyone to

participate in afternoon sessions as it does not require members to engage in clean-up activities. Although there was general consensus that parking was better at the Girl Scout building, Melissa said the current parking issue is a temporary inconvenience due to construction. Liz asked if anyone had checked with school districts. Sid said there was a committee that looked into Emporia and several other locations but they ran into the same issues they were trying to avoid, including members having to clean-up and coordinate catering.

The board discussed the benefits of getting a check card to purchase such things as the PRIMA webinar series, pay for conference registrations, and make other purchases as needed. The board made the decision to move the annual Board Meeting from January and instead have it immediately following the quarterly meeting in November due to convenience and to avoid canceling and rescheduling meetings due to inclement weather which is typical of January.

Meeting adjourned.

Submitted by:  
Diana Mansouri  
Secretary 2011