Oregon Joint Use Association
Publicity and Education Committee

Meeting Minutes – January 14, 2016
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order
Meeting called to order by Jeff Van Loo at 10:06 am.

Roll Call: Jeff Van Loo, Dawna Farrell, Tal Nelson, Scott Butler, Brooke Sisco, Veronica Voelker

Staff: Laureal Williams

Approval of Minutes
The Committee reviewed the minutes of the December 22, 2015, meeting

> **Motion** by Veronica Voelker seconded by Dawna Farrell to approve the minutes of the December 22, 2015, meeting as presented. **Motion passed.**

Chair Report
Chair Van Loo reported on IEEE's interest in the OJUA and making a presentation at the Spring Training, although the specifics of the presentation are not clear yet. Staff was directed to contact Norman Shaw regarding the IEEE presentation content. The Committee also discussed a recent request from IEEE for an OJUA representative to attend an IEEE event in Texas and perhaps provide a sample of the Jeopardy Game. Jeff will follow up to provide additional detail.

Staff Report
Networking at Spring Training – It was the consensus of the Committee to move ahead with hosting the social hour in the atrium with an open bar and approximately $500 in food.

Committee reviewed sample complimentaries provided by staff. Staff was asked to find a power bank with higher mAh. Staff should also continue pricing for the safety glasses.

Committee Discussion
The Committee continued its work on the Jeopardy questions.

Timeline, 2015-2016

Task	Completion Date
~~Location, Date & Speaker(s) recommendation to Board~~	~~July 9, 2015~~ *(comp 7/8/2015)*
~~Committee Open House~~	~~August 13, 2015~~
~~Lockdown of speaker(s)~~	~~September 1, 2015~~ *(comp 8/4/2015)*
~~Identify potential categories~~	~~September meeting~~ *(comp 9/16/2015)*
~~Lockdown of categories~~	~~October meeting~~
~~Electronic save-the-date flyer distributed to committee~~	~~October meeting~~ *(comp 10/20/2015)*
~~Monthly e-blast reminder~~	~~November +~~
~~Discuss giveaway ideas~~	~~December/January~~ *(comp 1/14/2016)*
~~On-line registration opens~~	~~January 25, 2016~~ *(comp 1/25/2016)*
Program & 1st draft of games to Marne for review	February meeting
Determine giveaway	February meeting
Weekly e-blast reminders start	Mid-February
Finalize agenda	March meeting
Games completed & tested	March meeting
Focus on logistics	March/April meetings

Early bird price expires	March 14, 2016
Order giveaway	Mid-March
Final facility inspection & walk-through	Early April
Email reminder to all attendees	One week prior to event start
Site technical check of A/V equipment	Night prior to event start

Next Meetings: February 11, 2016, 10:00 a.m. - Comcast (Tigard). Staff was asked to run a Doodle Pole on January 18 to determine if any Committee members are available/interested in participating a Jeopardy workshop in addition to the February 11 meeting.