

Oregon Joint Use Association
Publicity and Education Committee
Meeting Minutes – February 12, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard, Oregon

Call to Order

Meeting called to order by Chair Van Loo at 10:16 am.

Roll Call: Dawna Farrell, Jeff VanLoo, Tal Nelson, Marlene Martin, Veronica Voelker, Tom Jorgenson, Mark Porter. *Absent:* Brooke Sisco.

Staff: Laoreal Williams

Approval of Minutes

Review minutes of January 8, 2015.

Motion by Tom Jorgensen, seconded by Dawna Farrell to approve the minutes of the January 8, 2015, meeting. **Motion passed.**

Chair Report

Jeff reported that the OJUA Board of Directors had approved the request for complimentary registrations for the P & E Committee members.

Staff Report

By consensus, the Committee approved the Wow photo contest flyer. Staff was asked to update the codes trifold to include deviation codes. By consensus, the Committee approved including the Standards Tri-fold in the Spring Training packets.

Committee Discussion

The Committee reviewed and approved photos for inclusion in the Jeopardy game. Tal will send out a request via email for the few questions for which no photo was available at the meeting. By consensus, the Committee elected to change the format by moving through the question categories horizontally (e.g. category 1 for \$100, category 2 for \$100, category 3 for \$100..... category 1 for \$200, etc.) Additionally, any wrong question will be penalized with a reduction in the team's total points.

Timeline

Task	Completed Date
Location, Date & Speaker(s) recommendation to Board	August 1, 2014
Lockdown of Speaker(s)	September 1, 2014
Identify potential categories	September meeting
Lockdown of Categories	October meeting
Electronic save-the-date flyer distributed	October meeting
Monthly e-blast reminder	November +
Registration form out	January 25, 2015
Discuss giveaway ideas	December/January meeting
Program & 1 st draft of games to Marne for review	February meeting
Determine giveaway	February Meeting
Lockdown of Agenda	March meeting
Order giveaway	March 15, 2015
Focus on logistics	March/April 2015

Early bird price expires	March 6, 2015
<u>Weekly</u> e-blast reminder starting February 15	February 15, 2015
Games completed & tested	March meeting
Final facility inspection & walk-through	April 2015
Email reminder to all attendees	One week prior to event start
Site technical check of A/V equipment	Night prior to event start
Respond to any potential new committee members/open house	Summer/July meeting

Next Meetings: Committee Workshop – February 26, 2015, 10:00 am; Committee Meeting – March 12, 2015, 10:00 am at the Comcast facility in Tigard.

Meeting was adjourned at 12:45 pm.