

**Oregon Joint Use Association
Publicity and Education Committee**

Meeting Minutes – April 9, 2015
Embassy Suites, 7900 82nd Ave Portland, Oregon

Call to Order

Meeting called to order by Jeff VanLoo at 10:26 am.

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

Guest: Sheryl Otis

Staff: Jessica Carpenter

Approval of Minutes

Review minutes of March 12, 2015.

Motion by Mark Porter, seconded by Veronica Voelker to approve the minutes of the March 12, 2015, meeting. **Motion passed.**

Chair Report

Chair VanLoo attended OJUA Executive Committee meeting yesterday via. Conference call and provided an update on the Spring Training event. Discussed potential new PUC laws that would affect the grandfathering changes. Marne is eliminating the Myth Busters and going with Hot Industry Topics. Marne will be bringing a limited supply of his book to Spring Training to sell. Chair VanLoo shared an update on the Monday night dinner and that P & E Committee has been invited to attend. Guests and alcoholic beverages will be paid by individuals.

Staff Report

Staff provided an update on registration numbers and logistic planning for the event.

Committee Discussion

Group discussed Marne’s suggestions for Jeopardy games; agreed with some edits but not all. Jeff will discuss with Marne. Reviewed photos; need more and want to know what makes them WOW photos. Discussed room set up and different options available for the room and size of group we are expecting. Leaning towards ½ rounds.

Timeline

Reviewed timeline and added task *

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
*Add 5 extra questions for built in tie breakers	March meeting
Lockdown of Agenda	March meeting

Order giveaway	March 15, 2015
Focus on logistics	March/April 2015
Early bird price expires	March 6, 2015
Weekly 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: Spring Training Event

Meeting was adjourned at 11:56 am.