

Oregon Joint Use Association Publicity and Education Committee

Meeting Minutes – March 10, 2016
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Jeff Van Loo at 10:00 am.

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

Staff: Jessica Carpenter

Approval of Minutes

The Committee reviewed the minutes of the February 11, 2016, meeting

Motion by Veronica Voelker seconded by Dawna Farrell to approve the minutes of the February 11, 2016 meeting as presented. **Motion passed.**

Chair Report

IEEE Presentation Update. Jeff reported that he has had little contact with IEEE but will reach out again. The tentative plan is to have them provide their update on day one before David Marne presents.

Staff Report

Staff reviewed the options for complimentarys and provided a historical perspective of items and cost.

Committee Discussion

The Committee discussed the complimentary options and decided to go with the safety sunglasses and the power bank to stay within the budget.

Timeline, 2015-2016

<u>Task</u>	<u>Completion Date</u>
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: April 14, 2016; a workshop may be scheduled prior to the April 14, 2016 meeting.