

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

April 10, 2014 – 10am-2pm – lunch will be provided  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway Tigard

**Call to Order**

Meeting called to order by Jerry at 10:17 am.

Present: Jerry Donovan, Jeff VanLoo, Steve Ross, Tal Nelson, Dawna Farrell, Tom Jorgenson

Excused: Mark Sanford

Staff: Jessica Carpenter

**Approval of Minutes**

Review minutes of March 13 – Motion by Steve Ross, 2<sup>nd</sup> by Dawna Farrell, approved with no changes.  
Motion Passed.

**Chair Report**

Discuss Spring Training Timeline – are updates needed?

Committee reviewed the timeline and made corrections as necessary. Reviewed Jeopardy games and logistics for approaching event.

**Task**

Speaker(s) recommendation to Board

Lockdown of Speaker(s)

Begin Photo Review

Lockdown of Categories

Electronic save-the-date flyer distributed

Deadline for photos to Committee

Questions to Committee

Draft of games completed

Draft Registration form due

Registration form out

Monthly e-blast reminder through March 15

Finalize Question/Photos

Lockdown of Agenda

Determine giveaway

Order giveaway

Draft of games completed

Send completed Jeopardy Games to Marne

Jeopardy Team presents test run

Final facility inspection & walk-through

Early bird price expires

Weekly e-blast reminder starting March 15

Game completed and tested

Focus on logistics

Site technical check of A/V equipment

**Target Date**

August 1, 2013 – completed

September 1, 2013 – completed

October 14, 2013 – in progress

November 14, 2013 – completed

November 15, 2013 – completed

December 12, 2013 - completed

December 12, 2013 - completed

January 9, 2014 - completed

January 10, 2014 - completed

January 25, 2014 - completed

monthly starting in November – in progress

February 1, 2014 – in progress

February 6, 2014 – in progress

February 2014 Meeting – completed March 6

February 28, 2014 - pending

March 1, 2014 – in progress

March 2014 – in progress

March P&E Meeting

March 1, 2014 – completed

March 14, 2014 – completed

March 15, 2014 (switch to March 1 for next year)  
– in progress

February 6, 2014 - pending

March 23 – April 21, 2014

April 21, 2014