

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

Meeting Minutes – August 13, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Jeff VanLoo at 10:13 am.

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

Not Present: Marlene Martin

Staff: Laoreal Williams

Approval of Minutes

Review minutes of July 17, 2015.

Motion by Veronica Voelker, seconded by Brooke Sisco to approve the minutes of the July 17, 2015.

Motion passed.

Chair Report

Update for 2016 meeting—Agreements have been finalized with David Marne and Embassy Suites for April 20 & 21.

Strategic Plan Discussion – The Committee discussed how it might be able to assist in the promotion of the association. The Committee considered the possibility of publishing a listing of contractors who have completed the Spring Training event on the Association website as reference for organizations wishing to employ contractors. Jeff asked the Committee to review the Association’s Strategic Plan and be prepared to discuss the Committee’s influence on the identified goals at the September meeting.

Staff Report

Complimentaries – The Committee asked staff to research safety glasses, car chargers, lanyards, stylus pens, ipad, and a tablet as potential complimentaries.

Committee Discussion

The Committee discussed potential Jeopardy Topics: Strength & Loading, Worker Safety Zone (day 1), Worker Safety Rules (day 2), OJUA Codes, Pole Vertical/Horizontal, Midspan, Customer-Caused Violations, low drip loops, grab bag, PUC low service drops, building clearances, navigable surfaces, streetlights, miscellaneous attachments – power supply, shoes, decorations, voltage adders, conductor to conductor, ice loading, worst case scenario, down guys, push poles, grounding/bonding

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
Lockdown of categories	October meeting
Electronic save-the-date flyer distributed	October meeting
Monthly e-blast reminder	November +
Discuss giveaway ideas	December/January meeting

On-line registration opens
Program & 1st draft of games to Marne for review
Determine giveaway
Weekly e-blast reminders start
Finalize agenda
Games completed & tested
Focus on logistics
Early bird price expires
Order giveaway
Final facility inspection & walk-through
Email reminder to all attendees
Site technical check of A/V equipment

January 25, 2016
February meeting
February meeting
Mid-February
March meeting
March meeting
March/April meetings
March 14, 2016
Mid-March
Early April
One week prior to event start
Night prior to event start

2017 Event Logistics

Discussion related to 2017 was tabled.

Next Meetings: September 9, Comcast (Tigard)

Meeting was adjourned at 11:44 am.