

Oregon Joint Use Association
Publicity and Education Committee
Meeting Minutes – August 14, 2014
Comcast Office - 11308 SW 68th Parkway Tigard

Call to Order

Meeting called to order by Chair Donovan at 10:07am.

Roll Call: Jerry Donovan, Dawna Farrell, Jeff VanLoo, Tal Nelson, Steve Ross, Brooke Sisco, Tom Jorgenson

Staff: Jessica Carpenter

Approval of Minutes

Review minutes of July 10, 2014 – Motion by Jeff VanLoo, 2nd by Dawna Farrell approved with correction to Brooke Sisco's name in body of minutes. Motion Passed.

Chair Report

Confirmed that dates, location and instructor have been confirmed for the 2015 Spring Training:

April 28-29, 2015

Embassy Suites

Dave Marne

Chair Donovan also confirmed that Stuart Sloan will be providing the trophies for the Jeopardy Game.

Staff shared that we have some inventory from past years that could serve some purpose.

Staff Report

Staff shared that any interested parties for the Committee Chair will need to provide a letter of interest and resume to the OJUA President, Janet Ebright, for consideration. These documents can be sent to staff and will be forwarded for review.

Committee Discussion

Committee discussed options for webinars to assist with potential weather issues for those that travel to Tigard for meetings. The goal will remain to have participants attend in person as often as possible as this is typically more productive, but would like options available. Group agrees that the Comcast Office in Tigard is still the most central location for meetings.

Committee discussed the draft letter to parties that expressed interest in participating on the committee. Letter was fine and they have asked staff to fill in the meeting information for the next meeting and send to those parties. Additional the committee would like to have the meeting be an open house event and send out a flyer to all attendees to see if anyone else is interested. The meeting will still take place with discussion of Jeopardy categories and giveaway suggestions, the guests can participate in these discussions. Committee discussed the scheduled date, Sept. 11, for the open house and after reviewing calendars determined that moving it to Sept. 9 will work better.

Motion by Jeff VanLoo to move September meeting from the 11th to the 9th, 2nd Tom Jorgenson. Motion passed.

Staff will send letters and create open house flyer for other attendees and send out as soon as possible. Sandwiches for lunch will be provided at the open house.

Committee discussed the registration fees that had been discussed and confirmed at the July meeting.

Motion by Dawna Farrell to increase the following fees:

After early bird member – from \$424.00 to \$425.00

After early bird non-member – from \$574.00 to \$575.00

2nd by Jeff VanLoo, motion passed.

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 |
| Lockdown of Agenda | March meeting |
| Determine giveaway | February 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 March 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 Meeting: September 9, 2014 10:00am for committee & 10:30am for Open House – Comcast Tigard Columbia Room

Meeting was adjourned at 11:44am.