

**Oregon Joint Use Association**  
**Publicity and Education Committee**  
Meeting Minutes – December 11, 2014  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway, Tigard, Oregon

**Call to Order**

Meeting called to order by Chair Van Loo at 10:25 am.

Roll Call: Dawna Farrell, Jeff VanLoo, Tal Nelson, Brooke Sisco, Marlene Martin, Veronica Swanson, Tom Jorgenson, Mark Porter

Staff: Laoreal Williams

**Approval of Minutes**

Review minutes of November 25, 2014 – Motion by Dawna Farrell, 2<sup>nd</sup> by Brooke Sisco, to approve the minutes with no corrections. Motion passed.

**Chair Report**

None at this time.

**Staff Report**

Reviewed color options for giveaways – the Committee elected blue for the stylus pen and blue for the charger. Committee approved purchase of raffle prizes at a cost similar to last year’s prizes. Staff will provide technology updates for consideration as raffle prizes at the next meeting. The Committee discussed the possibility of incorporating two significant prizes—one for giveaway at the end of each day, rather than just one big prize to be given away on the last day.

**Committee Discussion**

The Committee concluded its review and development of the Jeopardy-Day one questions. Tal and Jeff will work through the existing photos on file to match them with the selected questions and will then follow up with a request to the Committee members for any photos that may be needed.

**Timeline**

<b>Task</b>	<b>Completed Date</b>
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 <sup>st</sup> draft of games to Marne for review	February meeting
Determine giveaway	February Meeting
Lockdown of Agenda	March 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

Email reminder to all attendees

Site technical check of A/V equipment

Respond to any potential new committee members/open house

April 2015

One week prior to event start

Night prior to event start

Summer/July meeting

Next Meeting: January 8, 2015, 10:00 am at the Comcast facility in Tigard.

Meeting was adjourned at 1:27 pm.