

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

Meeting Minutes – December 22, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Jeff Van Loo at 10:06 am.

Roll Call: Jeff Van Loo, Dawna Farrell, Tal Nelson, Scott Butler

Staff: Laoreal Williams

Approval of Minutes

Review minutes of November 20, 2015.

Motion by Tal Nelson, seconded by Scott Butler to approve the minutes of the November 20, 2015, meeting as presented. **Motion passed.**

Chair Report

Chair Van Loo provided an update on the IEEE’s potential participation in the Spring Training—at this time, their involvement is uncertain.

The Committee discussed the social event menu offerings provided for consideration by the hotel. It was the consensus of the Committee to continue to pursue alternate offerings more along the lines of ‘pub food’ as offered by the hotel for its evening reception events. At this time, the Committee anticipates participation by 50 – 60 attendees and would like to work within a budget of approximately \$500 for this event.

Staff was directed to draft a letter to potential sponsors to determine interest in sponsoring the social event (at a cost in addition to the educational sponsorship fee).

The Committee discussed giveaway ideas—staff will research potential items such as flash drives, flash lights, etc.

Committee Discussion

The Committee continued working on questions for the Jeopardy games.

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 (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 meeting
On-line registration opens	January 25, 2016
Program & 1 st 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
Email reminder to all attendees
Site technical check of A/V equipment

Early April
One week prior to event start
Night prior to event start

Next Meetings: December 10, 2015 10:00 a.m. - Comcast (Tigard)