

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

Meeting Minutes – February 11, 2016  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway, Tigard

**Call to Order**

Meeting called to order by Jeff Van Loo at 10:15 am.

Roll Call: Jeff Van Loo, Dawna Farrell, Tal Nelson, Scott Butler, Brooke Sisco, Veronica Voelker

Staff: Laoreal Williams

**Approval of Minutes**

The Committee reviewed the minutes of the January 14, 2016, meeting

**Motion** by Brooke Sisco seconded by Dawna Farrell to approve the minutes of the January 14, 2016, meeting as presented. **Motion passed.**

**Chair Report**

Jeff reported that he will be resigning as chair after the 2015 training event.

IEEE Presentation Update. Jeff was contacted by Sue Vogel asking for a 10-15 minute presentation slot. In addition, they are hoping for table space for some of their educational materials. Committee discussed registration fee (currently they are planning on two attendees although only one has registered) and the history of not providing exhibit space. Staff also provide a summary of a related input provided by the Executive Committee. It was the consensus of the Committee to allow the IEEE to make a presentation at the event and to provide space at the registration table for their materials.

Jeff reported that the OJUA Board has approved complimentary registrations for all of the committee members. Staff asked that members do register for the event and then staff would reduce the registration fee accordingly.

**Staff Report**

Staff reviewed the options for complimentaries and provided a historical perspective of items and cost. The committee intends to make final decision at its March meeting. Ideally, the complimentaries would include the powerbank, safety glasses, and a stylus pen. Staff will research and finalize pricing in time for the next meeting.

**Committee Discussion**

The Committee continued its work on the Jeopardy questions.

**Timeline, 2015-2016**

<b>Task</b>	<b>Completion Date</b>
<del>Location, Date &amp; Speaker(s) recommendation to Board</del>	<del>July 9, 2015 (comp 7/8/2015)</del>
<del>Committee Open House</del>	<del>August 13, 2015</del>
<del>Lockdown of speaker(s)</del>	<del>September 1, 2015 (comp 8/4/2015)</del>
<del>Identify potential categories</del>	<del>September meeting (comp 9/16/2015)</del>
<del>Lockdown of categories</del>	<del>October meeting</del>
<del>Electronic save the date flyer distributed to committee</del>	<del>October meeting (comp 10/20/2015)</del>
<del>Monthly e-blast reminder</del>	<del>November +</del>
<del>Discuss giveaway ideas</del>	<del>December/January (comp 1/14/2016)</del>
<del>On-line registration opens</del>	<del>January 25, 2016 (comp 1/25/2016)</del>
Program & 1 <sup>st</sup> 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	Early April
Email reminder to all attendees	One week prior to event start
Site technical check of A/V equipment	Night prior to event start

**Next Meetings:** March 10, 2016; a workshop may be scheduled prior to the March 10 meeting.