

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

Meeting Minutes – January 8, 2015  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway, Tigard, Oregon

**Call to Order**

Meeting called to order by Chair Van Loo at 10:20 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 December 11, 2014.

**Motion** by Tom Jorgensen, seconded by Dawna Farrell to approve the minutes of the December 11, 2014 meeting. **Motion passed.**

**Chair Report**

*Article 217 Discussion* – Chair Van Loo reported that the OJUA Standards Committee has requested the Committee consider including a presentation (by David Marne or a local resource) at the Spring Training addressing concerns related to Article 217. Jeff noted that a significant change to this article is anticipated in the 2017 NESC Code. The Committee discussed the value of providing this type of information or training related to a controversial subject prior to the issuance of the new code. It was the consensus of the Committee that the issue would not be appropriate for the Spring Training event, which should continue to emphasize current code.

*Raffle Prizes Discussion* – The Committee reviewed the raffle prize options as provided by staff.

**Motion** by Tom Jorgensen and seconded by Tal Nelson to award the identified Nexus tablet (or something similar) at the conclusion of day one and to award an Ipad mini at the conclusion of day two. **Motion passed.**

Additional prizes (as available) will be raffled off mid-day on day one as well.

*Photo Contest Discussion* – The Committee discussed the purpose of soliciting photo submissions in conjunction with the Spring Training event. It was the consensus of the committee to include the following elements in the solicitation:

- Committee is looking for ‘wow’ factor photos of outside plant.
- All submissions will be published anonymously
- Submissions should be made via email to OJUA staff by March 6.
- The Committee will review the submissions at its March meeting and select the top ten to display at Spring Training
- A prize may be awarded for the best photo(s) – anonymity of the winners will be maintained by staff.

The Committee noted that any discussion related to the photo display at Spring Training should be limited in nature so as not to detract from the overall training.

*Registration Form Discussion* – The Committee reviewed the draft registration form and suggested revisions to capture attendee contact information, provide clearer direction for indicating total fee, and offer a link to the IEEE for pre-purchase of the code book.

*Sponsorship Discussion* – The Committee confirmed that the sponsor fee includes one complimentary registration. Staff was directed to confirm include one registration with sponsorship. Staff was directed to research and circulate the decisions the Committee made in 2014 relating to sponsorship fees for 2015.

*Committee Member Registration* – Chair Van Loo will make a formal request to the Executive Committee to award complimentary registrations for the P & E Committee members.

### **Committee Discussion**

Day one topic of Drivable Surfaces was changed to Mid-Span Surfaces.

The Committee reviewed the day two Jeopardy categories and began developing/revising questions for each category.

### **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 February 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 Meetings:** Committee Workshop January 22, 10:00 am; Committee Meeting – February 12, 2015, 10:00 am at the Comcast facility in Tigard.

Meeting was adjourned at 2:02 pm.