

# Oregon Joint Use Association Publicity and Education Committee Meeting Minutes

January 9, 2014

## Call to Order

Meeting called to order by Jerry at 10:12 am.

Present: Jerry Donovan, Steve Ross, Mark Sanford, Jesse Martin, Tal Nelson, Dawna Farrell, Tom Jorgenson and Jeff VanLoo. Excused: All present.

Staff: Jessica Carpenter

## Approval of Minutes

Review minutes of December 12, 2013 – Motion by Tom Jorgenson, 2<sup>nd</sup> by Jeff VanLoo, approved with no changes. Motion Passed.

## Chair Report

Chair Donovan attended the OJUA Executive Committee in Salem yesterday. Discussed with the Executive Committee the aggressive timeline for the Spring Training planning, the upcoming work sessions and the plan to work on acknowledgment opportunities for the P & E Committee. Discussed trophies that will be produced by Stuart Sloan, Jerry will confirm that we will be ordering 15 trophies for 2014 Spring Training.

- Chair Donovan reviewed the OJUA Board & Committee 2014 Schedule, currently pretty busy and will be adding to it as more committee meetings are confirmed. Discussed his role in some of the committees and some changes that recently come up.

Discuss Spring Training Timeline –

### **Task**

Speaker(s) recommendation to Board

Lockdown of Speaker(s)

Begin Photo Review

Lockdown of Categories

Electronic save-the-date flyer distributed

Lockdown of Agenda

Deadline for photos to Committee

Questions to Committee

Draft of games completed

Draft Registration form due

Registration form out

Monthly e-blast reminder through March 15

Finalize Question/Photos

Determine giveaway

Order giveaway

Draft of game completed

Send completed Jeopardy Games to Marne

Jeopardy Team presents test run

Final facility inspection & walk-through

Early bird price expires

Weekly e-blast reminder starting March 15

Game completed and tested

Focus on logistics

### **Target Date**

August 1, 2013 – completed

September 1, 2013 – completed

October 14, 2013 – in progress

November 14, 2013 – completed

November 15, 2013 – completed

December 12, 2013

December 12, 2013

December 12, 2013

January 9, 2014

January 10, 2014

January 25, 2014

monthly starting in November

February 1, 2014

February 2014 Meeting

February 28, 2014

March 1, 2014

March 2014

March P&E Meeting

March 1, 2014

March 14, 2014

March 15, 2014

February 6, 2014

March 23 – April 21, 2014

Discussion regarding timeline activities :

**Motion** to accept the categories of the two Jeopardy Games by Tom Jorgenson, 2<sup>nd</sup> by Dawna Farrell

Categories are:

Game One- Climbing Space, Name that Rule, Damage/Broken/Loose/Abandon, Pole Clearance, Midspan Clearance, Grab Bag

Game Two – Climbing Space, Midspan Clearance, Pole Clearance, Grounding, Building Clearance, Grab Bag

Lockdown of Agenda – in progress – Jerry working with Dave Marne on the proposed changes to agenda.

### **Jeopardy Working Session**

Group worked through draft Jeopardy games for over an hour; discussed need for additional work sessions between now and the regularly scheduled Feb. 6 date. Staff will send out a Doodle Poll to check on options for some additional dates and staff will arrange for food.

### **Next Meeting**

When – February 6, 2014

Where – Comcast in Tigard

Time – 10am – Noon (unless changed)

### **Adjourn**

Meeting adjourned at 12:12pm.