

Oregon Joint Use Association
Publicity and Education Committee
Meeting Minutes - July 10, 2014
Comcast Office - 11308 SW 68th Parkway Tigard

Call to Order

Meeting called to order by Jerry at 10:02am.

Roll Call: Chair Jerry Donovan, Tal Nelson, Jeff VanLoo, Tom Jorgenson, Brooke Sisco

Staff: Jessica Carpenter

Excused: Dawna Farrell, Steve Ross

Absent: Mark Sanford

Approval of Minutes

Review minutes of June 10, 2014 – Motion by Tom Jorgenson, 2nd by Tal Nelson approved with no changes. Motion Passed.

Chair Report

Chair Donovan welcomed new committee member, Brooke Sisco with Columbia PUD.

Chair Donovan attended OJUA Executive Meeting and reported back to committee financial updates and attendee numbers.

Staff Report

Shared proposals from 3 locations, Salem Conference Center, Embassy Suites and Sheraton. Committee discussed results of the evaluations which indicated the preference for the Embassy Suite location; discussed parking, food, room rates, and menus available for the event. Motion by Jeff VanLoo to select the Embassy Suites again for the 2015 OJUA Spring Training, 2nd by Tom Jorgenson. Motion Passed.

Committee discussed speakers and determined that Dave Marne is still the best candidate to meet our needs. Motion by Jeff VanLoo to seek a proposal from Dave Marne to instruct at the 2015 OJUA Spring Training, 2nd by Tal Nelson. Motion Passed. Staff will request a proposal from Dave Marne.

Committee discussed potential new committee members. Tom is going to be deployed for 9 months and will be gone for some of the planning and the actual event in 2015. Committee needs to increase in size to keep up with the demand of the games/planning. Staff will draft a message to those that expressed interest in the committee and will bring for review at the next meeting for review/approval. Remove Mark Sanford from the committee list due to non-participation and communication.

Committee discussed 2015 event pricing. Motion by Tom Jorgenson, 2nd by Brooke Sisco to put the following pricing in place:

Early Bird - \$299.00 member/\$449.00 non-member

After Early Bird - \$424.00 member/\$574.00 non-member

Early Bird Sponsor - \$550.00 member/\$700.00 non-member

After Early Bird - \$675.00 member/\$825.00 non-member

Logo to be submitted by April to be included in printed items.

Motion Passed.

Committee discussed NESB Books, no decision made at this time if purchasing more inventory is a good idea. Discussion tabled for now.

Timeline

Reviewed dates and tasks; updated to reflect a more accurate expectation for this year.

Task	Completed Date
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 st draft of games to Marne for review	February meeting
Lockdown of Agenda	March meeting
Determine giveaway	February 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	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

Chair Donovan shared that he will be stepping down as the OJUA P&E Committee Chair. If there is any interest in being the new chair, please reach out to him. The idea of adding a vice chair was also discussed to assist in future succession plans and additional support.

Adjourn

Meeting adjourned at 12:03 pm.