

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

Meeting Minutes – July 17, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Jeff VanLoo at 10:13 am.

Roll Call: Jeff VanLoo, Brooke Sisco, Dawna Farrell, Marlene Martin, Veronica Voelker

Not Present: Tal Nelson

Staff: Laoreal Williams

Approval of Minutes

Review minutes of June 11, 2015.

Motion by Dawna Farrell, seconded by Veronica Voelker to approve the minutes of the June 11, 2015, meeting as amended to correct the spelling of Tal Nelson's name. **Motion passed.**

Chair Report

Chair Van Loo reported on the Executive Committee's decision to endorse the Committee's recommendations for time frame, venue location, and speaker selection for the 2016 Spring Training. The Committee reviewed the proposal submitted by David Marne and asked staff to forward it to the Executive Committee with a recommendation to approve the proposal and ask Marne for a contract. It was the consensus of the Committee to select Wednesday and Thursday, April 20 and 21, 2016, as the dates for the Spring Training workshop.

Jeff noted that informational emails have been sent to each of the individuals who expressed an interest in joining the P & E Committee during the 2015 Spring Training. A Committee open house is scheduled to coincide with the next Committee meeting (August 13) and those individuals have been invited to attend. In addition, Jeff encouraged all Committee members to invite any individuals who may be interested in serving to the open house. Staff asked for an approximate head count by August 6 in order to ensure adequate refreshments.

As directed at the June OJUA Board meeting, Jeff reviewed the Association's Strategic Plan with regard to the Committee's role and responsibilities for completion of the plan's stated goals. Staff provided a brief history of the Strategic Plan (as developed in 2004) and noted that the role of the Committee at that time was very different from its current scope. In an effort to provide feedback for the next round of plan review (to be determined) Jeff asked the Committee members to review the plan and provide him with comments about how the Committee can and should support the Association's stated goals within its current scope of practice. Staff will send an electronic version of the Strategic Plan to the Committee early next week.

Staff Report

Staff noted that the Committee's scheduled meeting date in September conflicts with the Board meeting. A Doodle Poll will be developed to determine a different meeting date.

Committee Discussion

It was the consensus of the Committee to review the current registration fees for the Spring Training during its September meeting.

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
Identify potential categories	September meeting
Lockdown of categories	October meeting
Electronic save-the-date flyer distributed	October meeting
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	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

2017 Event Logistics

The Committee reviewed David Marne's initial thoughts about logistics and curriculum for the 2017 Spring Training. Further discussion was tabled until the August Committee meeting where we hope to solicit additional input from the open house attendees.

Next Meetings: August 13, Comcast (Tigard) – Committee meeting and Open House

Meeting was adjourned at 11:20 am.