

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

Call to Order

Meeting called to order by Jerry at 10:09am.

Roll Call: Chair Jerry Donovan, Steve Ross, Dawna Farrell, Tal Nelson, Jeff VanLoo, Tom Jorgenson

Staff: Jessica Carpenter

Approval of Minutes

Review minutes of April 10, 2014 – Motion by Jeff Vanloo, 2nd by Dawna Farrell approved with no changes. Motion Passed.

Chair Report

Discuss Spring Training Timeline – discussed actual completion dates and updated timeline below to reflect more accurate dates for future reference.

Staff Report

Evaluation Summary – reviewed the evaluations – majority was positive feedbacks or good suggestions on how to improve future events.

Financial Recap – event expenses were well controlled and areas that we exceeded budget were affected by purchase of the approved equipment and meals for additional attendees.

Task	Completed Date
Speaker(s) recommendation to Board	August 1, 2013
Lockdown of Speaker(s)	September 1, 2013
Begin Photo Review	October 14, 2013
Lockdown of Categories	November 14, 2013
Electronic save-the-date flyer distributed	November 15, 2013
Deadline for photos to Committee	December 12, 2013
Questions to Committee	December 12, 2013
Draft Registration form due	January 10, 2014
Registration form out	January 25, 2014
1 st Draft of games completed	February 6, 2014
Facility Walk Through	February 2014
<u>Monthly</u> e-blast reminder through March 15	monthly starting in November
Lockdown of Agenda	March 2014
Determine giveaway	March 2014 Meeting
Order giveaway	March 15, 2014
Send draft Jeopardy Games to Marne	March 2014
Jeopardy Team presents test run	March P&E Meeting
Focus on logistics	March 23 – April 21, 2014
Early bird price expires	March 14, 2014
<u>Weekly</u> e-blast reminder starting March 15	March 15, 2014
Finalize Question/Photos	April 1, 2014
Draft of games completed	April 10, 2014
Final facility inspection & walk-through	April 2014
Game completed and tested	April, 2014
Site technical check of A/V equipment	April 21, 2014

Adjourn

Meeting adjourned at 11:40am. Committee was invited to lunch with President Janet Ebright in appreciation of all the efforts to put on another successful OJUA Spring Training.