

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

Meeting Minutes – June 11, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Chair Jeff VanLoo at 10:08 am.

Roll Call: Jeff VanLoo, Dawna Farrell, Tal Nelson, Marlene Martin, Veronica Voelker

Guest: Terry Blanc

Staff: Jessica Carpenter, Laoreal Williams

Approval of Minutes

Review minutes of April 9, 2015.

Motion: Moved by Dawna Farrell and seconded by Tal Nelson to approve the minutes of the April 9, 2015, meeting. **Motion passed.**

Chair Report

Chair Van Loo welcomed OJUA President Terry Blanc to the meeting. Jeff then thanked the Committee for its hard work on the 2015 Spring Training workshop, noting that he was extremely pleased with the event, including the venue, the Jeopardy Game, and David Marne's presentation

Staff Report

Staff distributed and reviewed a summary of the event evaluations, noting the overall positive feedback as well as a few points of consideration for future. Feedback indicated that six participants had expressed interest in joining the Committee. The Committee discussed the possibility of scheduling an open house for either July or August and extending an invitation to those interested in joining the Committee. Staff was asked to draft a message for review by Chair Van Loo that would provide interested parties with an overview of the Committee and its responsibilities. Jeff asked the Committee members to review comments provided in the evaluation summary and come to next meeting with any changes or thoughts regarding future events.

Committee Discussion

2016 Dates—Jessica reviewed email from Embassy about availability for April 2016. Consensus of the Committee to keep Embassy Suites. Discussion about the speaker – consensus of the Committee to keep Marne. Embassy available week of April 18. Staff will reach out to David Marne to see when he is available during the week. Discussed impact of having folks travel on Sunday creating some overtime issues for companies. Staff directed to add survey question to ask about changing days of the week. If Dave is available for 19 & 20 and Embassy is available as well, lock it down for 2016.

Early bird cut off revised to March 11, 2016.

Lanyards suggested as a giveaway for 2016.

Timeline

Reviewed timeline for 2015-2016

Task

Location, Date & Speaker(s) recommendation to Board
Committee Open House
Lockdown of speaker(s)
Identify potential categories
Lockdown of categories
Electronic save-the-date flyer distributed
Monthly e-blast reminder
Discuss giveaway ideas
On-line registration opens
Program & 1st draft of games to Marne for review
Determine giveaway
Weekly e-blast reminders start
Finalize agenda
Games completed & tested
Focus on logistics
Early bird price expires
Order giveaway
Final facility inspection & walk-through
Email reminder to all attendees
Site technical check of A/V equipment

Completion Date

July 9, 2015
August 13, 2015
September 1, 2015
September meeting
October meeting
October meeting
November +
December/January meeting
January 25, 2016
February meeting
February meeting
Mid-February
March meeting
March meeting
March/April meetings
March 14, 2016
Mid-March
Early April
One week prior to event start
Night prior to event start

2017 Logistics

The Committee discussed options for the 2017 Spring Training in anticipation of increased registration as a result of the code changes. Staff was asked to research registration fees for similar multi-day events and any other Dave Marne presentations.

Next Meetings: Tentatively: July 9, 2015, Comcast Office—In light of identified scheduling conflicts, staff was asked to send a doodle poll to determine if a better meeting date could be found on either Thursday or Friday during early July.

Meeting was adjourned at 11:30 am.