

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

Meeting Minutes – March 12, 2015  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway, Tigard, Oregon

**Call to Order**

Meeting called to order by Tal Nelson at 10:13 am.

Roll Call: Dawna Farrell, Tal Nelson, Marlene Martin, Veronica Voelker, Mark Porter.

*Absent:* Jeff VanLoo, Brooke Sisco

Staff: Jessica Carpenter

**Approval of Minutes**

Review minutes of February 12, 2015.

**Motion** by Dawna Farrell, seconded by Mark Porter to approve the minutes of the February 12, 2015, meeting. **Motion passed.**

**Chair Report**

Chair VanLoo not present at this meeting, no report provided.

**Staff Report**

Staff provided an update on registration numbers and logistic planning for the event.

**Jeopardy Review**

The Committee reviewed and approved photos for inclusion in the Jeopardy game.

**Committee Discussion**

Group discussed AV for event, planning the same set up with Embassy Suites if registration numbers remain close. Tal Nelson asked that staff order an extra bulb for the OJUA projector. Group reviewed the Wow Photos and would like to have some notes to go along with each photo if possible to indicate the situation. Group reviewed the tri-fold provided and requested staff update one of the section titles.

**Timeline**

<b>Task</b>	<b>Completed Date</b>
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 <sup>st</sup> draft of games to Marne for review	February meeting
Determine giveaway	February Meeting
Lockdown of Agenda	March meeting
Order giveaway	March 15, 2015
Focus on logistics	March/April 2015
Early bird price expires	March 6, 2015

<del>Weekly e-blast reminder starting February 15</del>	<del>February 15, 2015</del>
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
Respond to any potential new committee members/open house	Summer/July meeting

**Next Meetings:** Committee discussed potential work session for March 26 but determined they'd like to avoid Spring Break; asked staff to send out a Doodle Poll with options the week following Spring Break.

Meeting was adjourned at 12:45 pm.