

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

Meeting Minutes – November 20, 2015
Comcast Office - 11308 SW 68th Parkway, Tigard

Call to Order

Meeting called to order by Jeff Van Loo at 10:12 am.

Roll Call: Jeff VanLoo, Brooke Sisco, Dawna Farrell, Veronica Voelker, Tal Nelson, Scott Butler, Marlene Martin

Staff: Jessica Carpenter

Approval of Minutes

Review minutes of October 20, 2015.

Motion by Brooke Sisco, seconded by Marlene Martin to approve the minutes of the October 20, 2015 as presented. **Motion passed.**

Chair Report

Chair Van Loo shared about a request for IEEE to participate in the OJUA Spring Training, possibly to present a new APP and video some of the event. Committee discussed briefly and had some apprehensions about videoing any part of the event; Chair VanLoo will gather additional information to share about this potential involvement.

Committee discussed interesting photos and agreed that they will work on collecting and providing these at this time; no request will be sent to the OJUA membership unless determined at a later date.

Staff shared that a social event at the end of day one of the OJUA Spring Training is an option. Committee thought a small amount of appetizers in the same area that lunch is served would be sufficient. Staff will work on some potential menu items and work on plans with Embassy Suites. More information to be reported in a month or two.

Committee Discussion

The Committee began work to review a few existing questions and worked on developing additional questions for the Jeopardy games.

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 (comp 8/4/2015)
Identify potential categories	September meeting (comp 9/16/2015)
Lockdown of categories	October meeting
Electronic save the date flyer distributed to committee	October meeting (comp 10/20/2015)
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
Email reminder to all attendees
Site technical check of A/V equipment

Early April
One week prior to event start
Night prior to event start

Next Meetings: December 10, 2015 10:00 a.m. - Comcast (Tigard)