

**Oregon Joint Use Association**  
**Publicity and Education Committee**  
Meeting Minutes – November 25, 2014  
Comcast Office - 11308 SW 68<sup>th</sup> Parkway, Tigard, Oregon

**Call to Order**

Meeting called to order by Chair Van Loo at 10:15 am.

Roll Call: Dawna Farrell, Jeff VanLoo, Tal Nelson, Brooke Sisco, Marlene Martin, Veronica Swanson

Not Present: Tom Jorgenson

Staff: Laoreal Williams

**Approval of Minutes**

Review minutes of October 9, 2014 – Motion by Dawna Farrell, 2<sup>nd</sup> by Tal Nelson, to approve the minutes with no corrections. Motion passed.

**Chair Report**

Chair Van Loo noted that he has been appointed chair of the P & E Committee by OJUA President Janet Ebright.

**Staff Report**

Committee reviewed giveaway options and selected the following:

- Stylus pen with light (275 items)
- Dual Port Charger (275 items)
- Safety Glasses (add to stock on hand to increase total available to 275 items)

Staff will provide a total cost estimate and identify color options at the next meeting.

**Committee Discussion**

The Committee discussed questions and question topics for the Jeopardy game. In reviewing the categories developed at the October meeting (service drops, drivable surfaces, OJUA-specific violation codes, worker safety zone, grab bag, and grounding), the Committee noted that the concept of service drops covers anywhere from the last structure to the structure served.

The Committee discussed the order in which to list the categories and select the questions (during the course of the game). Also discussed was the possibility of using a specific time limit for answering questions versus gauging the remaining time available to answer by the percentage of responses received.

The Committee spent considerable time reviewing, modifying, and adding questions to the Jeopardy Game 1 session. This work will continue at the December meeting with the addition of a photo review for each question.

**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
<u>Weekly</u> e-blast reminder starting March 15	February 15, 2015
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 Meeting: December 11, 2014, 10:00am at the Comcast facility in Tigard. This will be a four-hour work session, with lunch provided.

Meeting was adjourned at 1:57 pm.