

Oregon Joint Use Association
Publicity and Education Committee
Meeting Minutes – September 9, 2014
Comcast Office - 11308 SW 68th Parkway Tigard

Call to Order

Meeting called to order by Chair Donovan at 10:20 am.

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

Not Present: Brooke Sisco

Staff: Jessica Carpenter, Laoreal Williams

Guests: Marlene Martin, Coast Com; Anna Iman, Coast Com; Richard Shalatoe, CenturyLink; Greg Jantzen, CenturyLink; Veronica Volker, PGE; Paul Phillips, City of Portland.

Approval of Minutes

Review minutes of July 10, 2014 – Motion by Tom Jorgensen, 2nd by Jeff Van Loo approved with no corrections. Motion Passed.

Chair Report

Not much new to report. Reminded the Committee that the dates have been contracted for the event at Embassy Suites. Re-confirmed that we will need the same space (all four rooms). Briefly reviewed the game categories as set at the last meeting.

Staff Report

Staff directed to update website with 2015 dates, early bird dates, all pricing, and notation of David Marne's participation.

Jerry welcomed guests to open house. Committee members introduced themselves and described their experiences with the committee process.

Committee Discussion

Committee discussed locking down the early bird – should it be six weeks out? Moved by Dawna and seconded by Jeff Van Loo to set the early bird cut-off date as March 6, 2015. Motion passed.

For the benefit of the guests, the Committee members discussed format and content of the Spring Training event. New Jeopardy categories and topics for spring training were discussed, including:

- Grandfathered elements
- Drops – highest concentration of violation
- Counter-intuitive violations
- Violations after construction (did I do that?)
- Photo contest for violations
- OJUA-specific codes

Committee discussed options for ensuring that each Jeopardy team has access to a code book. Need to add as an agenda item for the October meeting. Dawna suggested that we consider increasing the book price to help cover the cost of handling, processing, merchant fees, etc. Develop a history of purchase/sales of NESB books for committee/board review.

Committee considered suggestion of soliciting topic ideas in advance of the Spring Training. Noted that the P&E Committee report at the Annual Meeting would also be an excellent opportunity to solicit managers for topic ideas. With regard to Jeopardy, solicit questions ahead of time as well (we can probably find photos to match).

The Committee discussed possible giveaway items, including the following:

- Stylus pen with light
- USB

Koozies for beverages
Phone/Glass cleaner

The Committee discussed the possibility of offering registration scholarships; no action or recommendation was forthcoming.

Timeline

Task	Completed Date
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 st 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: October 9, 2014, 10:00am - Comcast Tigard

Meeting was adjourned at 12:57 pm.