

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Card Office
Location EMU Umpqua River Room

Attendees	Name	Organization
	Joel Woodruff	UO, Card Office
	Laurie Woodward	UO, EMU Director
	Dan Geiger	UO, EMU Staff, User Group
	Dana Winitzky	UO, EMU Facilities
	Martina Oxoby	UO, CPRE
	Jo Niehaus	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

- Main Card office needs a separated space for the staff, use a furniture configuration
- Transaction:
 - Initially at counter – show ID
 - Move to capture stations (2) for photo
 - Wait for card – 1 min.
 - Payment at cashier & Leave
- During introduction need power & data for the SRC bio mimicry station that would be set up in lobby adjacent to Card office
- Would like to re-use new reception counter furniture
- Cash register at cash station
- Re-using existing cameras – sit on a tripod on the counter – need 6' of depth from camera to photo background on the front glass wall
- Some storage cabinets, shared work spaces
- Two doors into the suite to accommodate peak traffic.

Wrap-Up / Next Steps

- SERA to send a furniture inventory and equipment inventory form for staff to complete
- SERA to update plan layouts

End Time: 11:45am
Recorded by: Carissa Mylin
Date of Report: 08/08/2013