

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

Attendees	Name	Organization
	Laura Morris	UO, Cultural Forum
	Mike Ragsdale	UO, Cultural Forum
	Laurie Woodward	UO, EMU Director
	Gregg Lobisser	UO, Student Affairs, User Group Chair
	Dan Geiger	UO, EMU Staff, User Group
	Martina Oxoby	UO, CPRE
	Jo Niehaus	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

- Dan explained the background on a proposed location change for the Cultural Forum from the 1st Floor to the 3rd Floor, to be close to the Multi-Functional Auditorium
- Cultural Forum has 15 staff. The 2 professional staff members need dedicated desks that accommodate meeting with people.
- They do not have a lot of walk-in traffic. Most visitors are scheduled.
- The Office Manager, Mandy, acts as receptionist when the desk is not staffed, so she should be able to see out of her station to the front door.
- Large work tables for planning events
- Students working at open workstations, produce posters
- Staff working with campus-wide entities
- Coordinate permanent art collection for the EMU
- Copy work area, need layout counter space for producing posters (11x17 or larger)
- Food prep, utility sink for coffee service, events – perhaps it could be commonly shared in supporting multiple events
- Requested lots of power (computers, laminator, full size refrigerator, microwave)
- Desire for new tables and chairs with casters

Wrap-Up / Next Steps

- SERA to send furniture and equipment inventory forms for staff to complete
- SERA to send updated floor plan layouts

End Time: 2:30 pm
Recorded by: Carissa Mylin
Date of Report: 08/08/2013