

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

<b>Attendees</b>	<b>Name</b>	<b>Organization</b>
	Joshua Rose	EMU Marketing
	Mac	EMU Marketing
	Brooke Eisen	EMU Marketing
	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
	<b>Consultant Team:</b>	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

#### **Discussion Items**

- Review overall building plan layout
- Collaboration is important for their functions, do not want to use cubicles
- Need storage for camera equipment, camera lighting and archived materials
- Secure space
- Maintain websites, web design, print design, marketing materials for everyone in the EMU
- Students work in the office (6-10), come in to work for 2-3 hrs at a time, rotating work spaces. There are 3 full time staff: Brooke, Mac and Josh.
- Full time staff workstations should be in close proximity to students so they can easily advise on projects.
- Meet with clients a lot
- Large white board, magnetic wall for posting
- Space for student to stash their stuff
- When visitors come in it should be visibly clear where to go
- Accommodate books and sit down space
- Have 1 laserjet printer & 2 plotters for poster making
- Need access to a sink somewhere close (potentially share with screen printing in the Craft Center)
- Hours: 8am – 6pm

#### **Wrap-Up / Next Steps**

- SERA to send furniture and equipment inventory forms for staff to complete
- SERA to update floor plan layouts
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**End Time:** 3:15 pm  
**Recorded by:** Carissa Mylin  
**Date of Report:** 08/08/2013

