

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – S&ES - Multi Functional Auditorium
Location EMU Umpqua River Room

Attendees	Name	Organization
	Wade Young-Jelinek	UO, Scheduling and Event Services
	Mike Ragsdale	UO, Scheduling and Event Services
	Karen Schneider	UO, Scheduling and Event Services
	Rick Haught	UO, Scheduling and Event Services
	Mike Kraiman	UO, Scheduling and Event Services
	Ryan Rusby	UO, Scheduling and Event Services
	Terry Johnson	UO, Scheduling and Event Services
	Laurie Woodward	UO, EMU Director
	Gregg Lobisser	UO, Student Affairs, User Group Chair
	Dan Geiger	UO, EMU Staff, User Group
	Dana Winitzky	UO, EMU Facilities
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA
	Margo Rettig	SERA
	Tobin Cooley – via telephone	Listen Acoustics

Discussion Items

- Focus on Multi-functional auditorium and Info Desk
- Information Desk
 - Distribution / display of maps & bus schedules & a few special events flyers, visitor info for campus, digital display
 - Key checkout for EMU student groups – 100 key rings
 - Night manager station
 - Changing staffing model to accommodate building hours with 2 people at the desk with one admin staff (40 hrs/wk) and one student staff when the building is open - staffed from 7am-11pm
 - Sit and stand work areas, ADA
 - Full computer station (for each staff), security monitoring
 - All building PA system located here
 - Storage for computer cables, bandaids, normal use things building users ask for
 - Lost & Found - Needs a remote storage location (currently full room at 150 SF), and need day-of staging space at the info desk.
 - Location in central lobby, study how it fits within the space – enhancement or detriment - design attention to the security concerns
- Multi-Functional Auditorium
 - Movies, banquets, conferences, dances, cultural events, with seats and without
 - Would love to have the retractable seating, if not able to get that then use for storage

- Need storage for rectangular and round tables, chairs, some tech equipment, some staging platforms/risers
- Sink for catering adjacent to room
- Acoustics – draperies, blackout
 - Want the space to be dead in terms of sound, mid-reverberant mid-range room
 - Isolate toilet room sounds
 - Lift access into the room (Genie model GS-1930)
 - Absorptive surfaces for general use
 - When doing events with acoustic music they use reinforcement for sound
 - Contrast space acoustically to the ballroom
- Film
 - Retractable screen as close to the east wall as possible
 - Infrastructure for overhead projector
 - Screen as a cyclorama for performance (big white board)
 - Design infrastructure for 5.1 - surround speakers
- High quality system that is reasonably complicated, and there would be a trained operator in most cases. Trained professional staff but some student staff.
- Upgrade to digital board for mixing.
- Alternate mix location in addition to the side controller room.
- Wall boxes, FSR across front wall
- HDMI and legacy VGA connections to podium
- Allen & Heath boards
- Cameras – front, side and rear walls
- Power:
 - 150 amps for audio, 150 amps for lighting as a minimum
- Lighting
 - For theatrical lighting they desire a support grid
 - There is not a lighting control panel in the Fir Room; but they want to salvage some of the controls / system from the Fir Room
- Floor Finishes
 - Likely won't need a sprung wood floor

Wrap-Up / Next Steps

- Staff to provide list of intended possible uses, frequency of use, priorities
- Staff to provide an equipment inventory for the auditorium, conferences
- Staff to work with CMet

End Time: 5:00 pm
Recorded by: Carissa Mylin
Date of Report: 08/08/2013