**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

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Name</th>
<th>Organization</th>
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<tr>
<td></td>
<td>Wade Young-Jelinek</td>
<td>UO, Scheduling and Event Services</td>
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<td>Mike Ragsdale</td>
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<td>Karen Schneider</td>
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<td>Rick Haught</td>
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<td>Mike Kraiman</td>
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<td>Ryan Rusby</td>
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<td>Terry Johnson</td>
<td>UO, Scheduling and Event Services</td>
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<td>Laurie Woodward</td>
<td>UO, EMU Director</td>
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<td>Gregg Lobisser</td>
<td>UO, Student Affairs, User Group Chair</td>
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<td>Dan Geiger</td>
<td>UO, EMU Staff, User Group</td>
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<td>Dana Winitzky</td>
<td>UO, EMU Facilities</td>
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<td>Martina Oxoby</td>
<td>UO, CPRE</td>
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**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
o Need storage for rectangular and round tables, chairs, some tech equipment, some staging platforms/risers
o Sink for catering adjacent to room
o Acoustics – draperies, blackout
  o Want the space to be dead in terms of sound, mid-reverberant mid-range room
  o Isolate toilet room sounds
  o Lift access into the room (Genie model GS-1930)
  o Absorptive surfaces for general use
  o When doing events with acoustic music they use reinforcement for sound
  o Contrast space acoustically to the ballroom
o Film
  o Retractable screen as close to the east wall as possible
  o Infrastructure for overhead projector
  o Screen as a cyclorama for performance (big white board)
  o Design infrastructure for 5.1 - surround speakers
o High quality system that is reasonably complicated, and there would be a trained operator in most cases. Trained professional staff but some student staff.
  o Upgrade to digital board for mixing.
  o Alternate mix location in addition to the side controller room.
  o Wall boxes, FSR across front wall
  o HDMI and legacy VGA connections to podium
  o Allen & Heath boards
  o Cameras – front, side and rear walls
  ▪ Power:
    o 150 amps for audio, 150 amps for lighting as a minimum
  ▪ Lighting
    o For theatrical lighting they desire a support grid
    o 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
    o 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