

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Emerald Media Group
Location EMU Walnut Conference Room

Attendees	Name	Organization
	User Group:	
	Kathy Carbone	UO, Emerald Media Group
	Jake Crump	UO, Emerald Media Group
	Ryan Frank	UO, Emerald Media Group
	Chelsea Wicks	UO, Emerald Media Group
	Gregg Lobisser	UO, User Group Chair
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	Laurie Woodward	UO, EMU Director
	Jessi Steward	UO, EMU Special Projects Coordinator
	Project Staff:	
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA
	Eric Philips	SERA

Discussion Items

REVIEW OF PROGRAM AND FLOOR PLANS

- ODE has officially changed their name to the Emerald Media Group.
- There was some discussion about whether or not EMG would be able to stay in their current space and not utilize the space that is currently their advertising department. It was determined that they would not fit without that space, so EMG will be keeping the entirety of their space. The current layout generally works well.
- A good time to complete construction work on their space would be during the holiday time when they are completely shut down.
- EMG has (3) exer-cycles – (approx. the length of 1.5 standard bikes) and 2 cargo bikes.
- It would be nice to keep these in a bike cage near the building that is secure. Currently students have to go pick the bikes up at remote locations and then bring them back and load them at the south loading dock.
- EMG is a 501c3 organization, they pay to lease space in the EMU. Currently they have an outside company clean their space. Can EMU clean it for them and add it to their rent?

Wrap-Up / Next Steps

- SERA will determine whether or not a single occupant restroom must be added to this level and follow up with UO for next steps.

End Time: 3:00pm

Recorded by: Carissa Mylin

Date of Report: 07/23/2013