

Project Name	UO Erb Memorial Union Renovation and Expansion
Project Number	110451
Purpose	Subject Area Committee – Club Sports
Location	EMU Umpqua Conference Room

Attendees	Name	Organization
	User Group:	
	Laurie Woodward	UO, EMU Director
	Jessi Steward	UO, EMU Special Projects Coord.
	Gregg Lobisser	UO, User Group Chair
	Jo Niehaus	UO, EMU Assoc. Director
	Shawn Rubino	UO, EMU Club Sports
	Kristen Gleason	UO, EMU Club Sports
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	Project Staff:	
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

1.0 REVIEW OF PROGRAM AND FIRST DRAFT FLOOR PLANS

- Club Sports advises 43 student organizations. They have (3) full time staff people. In addition they have a (5) member student executive committee in the office every day. Their currently open space works well for communication. Their space should be flexible because they hold a lot of impromptu meetings/gatherings.
- Student staff work in the office intermittently and need a touch-down desk.
- They will need a private space for 6-8 people to meet. They have executive committee meetings and training meetings using video. There will be a small conference room directly adjacent that could serve this function.
- They need 2 enclosed offices – a director office and an assistant coordinator office. The office sizes should be increased slightly, to accommodate up to (4) people at a round table and users in wheelchairs.
- They will need (40) mail shelves/storage spaces, that don't need to be secured. It would be nice if these could be flexible. Maybe they could fit under a work bench?
- They would like their workspaces to be more open, not all clustered together.
- Currently they have (8) computer PC's. They'd love to have their front space be more digital with signage and event postings.
- They currently have a storage room/ office in their suite and a dedicated storage room nearby. The new suite will have a dedicated storage room, and can have cabinets. The group also has an allowance for area in Remote Storage. The existing larger storage room has many boxes of T-shirts that are handed out throughout the year.

Wrap-Up / Next Steps

- In the meeting the group developed a revised space plan that will be sent to Martina to forward to Club Sports for their review and comment.
- In the next version of the plan, show the outdoor space so the group can see how it will function.

End Time: 11:00am

Recorded by: Carissa Mylin

Date of Report: 07/22/2013