

Meeting Notes

Date: December 1, 2015

Project: UO Oregon Bach Festival Job No: 01528

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Meeting: User Group Check-In

This meeting was a hosted online meeting with attendees present in Eugene and via remote access

Attendees :

Michael Anderson, OBF Director of Artistic Administration & Interim Exec. Director; Project Sponsor.
Dave Goudy, Interim Director of Education, OBF
David Mason, Director of Facilities Services, SOMD
Sandy Cummings, Director of Finance, OBF

Janet Yood, Construction Inspector, Campus Planning, Design and Construction
Nate Bick, Director of Development, OBF
Dick Romm, OBF Volunteer
Richelle Krotts, College of Education and Campus Planning Committee Representative
Martina Oxoby, Owner's Rep, Campus Planning, Design and Construction
Corey Martin, Hacker [by phone]
Becca Cavell, Hacker [by phone]
Melissa Clark, Hacker [by phone]
Lewis Williams, Hacker [by phone]

Notes:

1. Reviewed Larry's latest site plan sketch showing the service drive widened to 26' for aerial firetruck access and parking only along the east side of the drive.
 - a. 13 stalls is maximum we can fit along the east. Buffered landscape islands can be added back between spaces if less spaces are required.
 - b. Parking configuration was shown more organic and curving in form to soften the relationship between the hardscape and cemetery. Landscape to also look at a more rectilinear parking configuration. The group did like the curving parking and the larger buffer between the parking and the cemetery.
2. Reviewed of two massing / plan schemes which both located the Boardroom directly adjacent to the Rehearsal Room so that Boardroom can function as a Greenroom during performances which allows performers direct access into the Rehearsal Room separate from the audience.
 - a. 'North-South Oriented Rehearsal Room' scheme locates the Boardroom north of the lobby and directly south of the courtyard.

- i. The Boardroom would have direct access out to the courtyard.
 - ii. The Boardroom becomes the backdrop of the lobby and the views out to the courtyard are now through the Boardroom. During Performances the Boardroom/ Greenroom would have a curtains or shades drawn to give the performers privacy to get ready and therefore the visitors would not have views out to the courtyard from the lobby during events.
 - b. 'East-West Oriented Rehearsal Room' scheme locates the Boardroom south of the Rehearsal Room and along 18th Ave. The Users agreed that the E-W Rehearsal Room is the preferred scheme:
 - i. Locating the Boardroom to the south allows for direct views from the lobby out to the northern courtyard. It also allows for the Lobby to open directly out the Courtyard space and have a connection the kitchen that could open up to the Lobby.
 - ii. This scheme tucks the elevator and stair up to the balcony level to the east of the lobby which makes the space feel more open and less cluttered visually upon entering.
 - iii. Locating the Boardroom along the south gives the room more access to brighter southern light.
 - iv. Group liked that the Boardroom was located close to the main entry for quick and immediate access from the main entry.
 - v. Group also liked the positioning of a reception area in the scheme along the south of the lobby near the entry.
3. User Group agreed that they'd like the building to be positioned to maximize the size of courtyard.
4. Design team to study movement of a 7' Steinway grand piano through the building. The piano will be moving between its storage room, the Rehearsal Room, Lobby and Boardroom.
5. The User Group had a lot of discussion on security and how the main floor and lobby would be secured.
 - a. The current design locates all of the OBF staff on the second floor. OBF currently does not have a receptionist, nor do they have the budget to add a full time receptionist to their staff. There is an admin staff member upstairs that could help monitor the lobby below and their workstation on the second floor could be positioned to be able to into the lobby below from above.
 - b. Restrooms, kitchen, Library and Boardroom to be locked at all times.
6. Discussion on the second floor offices. We reviewed the slides shown in the second SD meeting showing two concepts on how the office spaces could be configured:
 - a. The first located the private offices to the north and west perimeter of office bar and located open workstations along the south elevation along 18th Ave. The group agreed that this is the preferred option and that the open office spaces should have direct access to southern light and views out.
 - b. The second located the private offices along the south elevation on 18th Ave and placed the open workstations in the middle of space. In this scheme the open workstations would have less direct access to light and views. However they'd have borrowed daylight and views from the glass fronts of the private offices to the outside.

- c. Ideally we'd have one or two small conference rooms on the second floor that are the same size as the private staff offices that could be changed into an office in the future if staff increases.

End of Meeting Notes