

KINDNESS

architecture + planning

MEETING MINUTES Project Meeting #6

Project Name: UW-L Student Center
Project Location/Agency: University of Wisconsin – La Crosse
DSF Project Number: 12H2W
A/E Project Number: 13-105
Meeting Date/Time/Room #: 7.11.13/10:00 AM – 3:00 PM / Centennial 2211
Attendees: See attached Sign-In Sheet

Meeting Objectives: Multi-purpose Room
Student Organization
Retail Dining Concept

1. Multi-purpose Room

- a. See attached documents for reference – choir and orchestra performances
- b. Events 1 -7 are desired to occur but cannot due to size constraints of existing venue.
 - i. Event 1:
 - Function would require portable stage extension
 - Festival of Carols – audience size, approximately 1,000
 - Acoustics is an issue. 2/3 of multi-purpose space would be desired for optimal acoustics.
 - Student focused.
 - ii. Event 2:
 - Similar to event 1/audience: 1,000
 - Profit and non-profit performances (US Marine Band)
 - Community focused.
 - iii. Event 3: Arts Week
 - 500-600 Audience size
 - Event 4: Gala
 - Different set up – 2 stages one at each end.
 - Once/year
 - Quick performance change over
 - iv. Event 5:
 - 600-800 audience
 - 125 performers on stage
 - Once/year
 - v. Events 5 & 6:
 - Events 1, 2, 5, 6 and 7 have similar needs
- c. General
 - i. Size of portable stage to be determined. Portable stage could be rented in its entirety or a portion of it purchased and the remaining rented. Width of portable stage should equal width of stage proper.
 - ii. Stage height desired at 36 inches.

517 east menomonee street MILWAUKEE wi 53202 414 763-3673

KINDNESS

architecture + planning

- iii. Curtains are desired.
 - iv. The shell may be considered a future purchase with the ceiling made potential permanent. This will need to be coordinated with the lighting and rigging. Weight and height are also a concern with structure.
 - v. For Banquet seating, it is desired to have 700-750 seats/1200 +/- for theater style seating.
 - vi. The head table for banquet seating will be on (2) 8'-0" X 16'-0" platforms. The head table will be located along west wall. (Events include Ms. Octoberfest and the Women's Fund.)
 - vii. Portables bars can be located at pre-function area as well as in the room.
 - viii. UW-L has
 - 10-15 cocktail round tables to be stored.
 - 100- 120 30X72 trade show tables; typically stored under stage area
- d. Assignments
- i. The campus will provide specifics on stage size, # of performers, frequency of event, audience target size, and special considerations.
 - ii. Choir performances occur approximately 6 times per year. More detailed information forthcoming from the campus.
 - iii. UW-L to identify permanent/fixed vs. portable items and equipment.
 - iv. Delivery of equipment to back of stage to be reviewed by design team.
 - v. Larry will also provide similar information for meeting and events <Author's note: This was handed out at meeting and attached to the minutes.>
 - vi. UW-L will verify height of stacking on furniture dollies acceptable to risk management.
 - vii. UW-L will send specifications on buffet tables.
 - viii. Current banquet tables are oval; round are more typical and less expensive than oval. The design team will review costs of oval vs. round and obtain a sample for review of each type

2. Senate Chamber:

- a. Ohio State was liked for a senate chamber layout by the students. This layout has tiered seating. Accessibility and budget would be a concern.
- b. Double doors are not desired for entry but a larger door or door with side lites is desired.
- c. Second floor meeting rooms will have a "permanent" furniture arrangement.

3. Retail Dining

- a. The concept for retailing dining was approved. Seating and loss of lounge is a concern. The design team will review and present ideas at GoTo meeting on Tuesday afternoon.
- b. Larry distributed basic menu options for the venues.
- c. There was discussion on reducing the number of venues by one and rearranging deli to gain back seating and lounge space and type of grill at grill station and lower level foodservice. This will be reviewed at Tuesday's meeting.

517 east menomonee street MILWAUKEE wi 53202 414 763-3673

KINDNESS

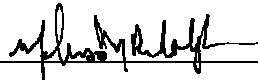
architecture + planning

- d. High back booth is desired to be located in the seating. Location to be determined.
- e. Terrazzo at first level is desired. Budget to be reviewed and material research to be conducted.

4. Student Organization

- a. 2 options of the center for the organization suite.
 - Opt 1 locates the graphics are in the front
 - Opt 2 locates the break area in the front
- b. Option 1 was the selected direction.
- c. Other
- d. The team reviewed current operations of the text book rental.
- e. Student backpack storage is a concern.
- f. Migration of students during the text book rental is a concern.

Adjourn 3:30 pm

Meeting minutes prepared by:  Date: 7.17.13

The foregoing constitutes our understanding of the matters discussed and the conclusions reached. Other participants are requested to review these items and advise writer of any errors and/or emissions within 5 business days. This set of minutes is being distributed for the express use of the individuals named on the distribution list. Discretion is requested when making the required internal copies.

517 east menomonee street MILWAUKEE wi 53202 414 763-3673

KINDNESS

architecture + planning

Project Name: UW-L Student Union
 Project Location/Agency: University of Wisconsin – La Crosse
 DSF Project Number: 12H2W/Ka+p#: 13-105

Meeting Date/Time/Room #: 7.11.13/10:00 AM – 3:00 PM/ Centennial 2211

SIGN IN SHEET

✓	Name & Company	Email Address	Phone #
	BETH ALDERMAN	<u>BETH2.ALDERMAN@WISCONSIN.GOV</u>	
	NICHOLAS BEZIER	<u>BEZIER.NICH@UWLAX.EDU</u>	
	JEFFREY BROWN	<u>BROWN.JEFF@UWLAX.EDU</u>	
	MAURA DONNELLY	<u>MDONNELLY@UWSA.EDU</u>	
	ROBERT HETZEL	<u>BHETZEL@UWLAX.EDU</u>	
	JULIA JOHNSON	<u>JJOHNSON2@UWLAX.EDU</u>	608.785.8113
✓	RILEY KARLSTRAND	<u>KARLSTRA.RILE@UWLAX.EDU</u>	608.228.6857
✓	SCOTT KINDNESS	<u>SCOTT@KINDNESSA-P.COM</u>	414.803.6558
✓	PAULA KNUDSON	<u>PKNUDSON@UWLAX.EDU</u>	
✓	DAVID LANGTEAU	<u>DLANGTEAU@UWLAX.EDU</u>	
	ALLYSON OSTRANDER	<u>OSTRANDE.ALLY@UWLAX.EDU</u>	
	KAYLEE OTTERBACHER	<u>OTTERBAC.KAYL@UWLAX.EDU</u>	
	ANNA PEETERS	<u>PEETERS.ANNA@UWLAX.EDU</u>	
✓	DOUG RAMSEY	<u>DRAMSEY@HSRASSOCIATES.COM</u>	
✓	LARRY RINGGENBERG	<u>LRINGGENBERG@UWLAX.EDU</u>	
✓	MELISSA M RUDOLPH	<u>MRUDOLPH@KINDNESSA-P.COM</u>	414.763.3673
✓	SCOTT SCHUMACHER	<u>SSCHUMACHER@UWLAX.EDU</u>	608.785.8916
	ALEXIS SMITH	<u>SMITH.ALE3@UWLAX.EDU</u>	952.465.1118
	YANG CHA THAO	<u>THAO.YANG@UWLAX.EDU</u>	608.738.4279
✓	MARY BETH VAHALA	<u>MVAHALA@UWLAX.EDU</u>	608.785.8888
✓	Dani Connor	dconnor@hsrassociates.com	608-785-4722
✓	Tom Seddon	jseddon@uwlax.edu	608-785-8411
✓	KYLE SCHAUF	kschauf@hsrassociates.com	785.4725