Memorial Union Reinvestment
Design Committee Meeting #3
July 13th, 2010

Those Present:
Paul Davidsaver (Student Project Manager)
Patrick Callan (Union President) – minute taker
Mark Haebig (MUBA/Alumni Rep)
John Staley (UW Staff Member)
John Skic (Student Appointee)
Kelsey Gergen (Student Appointee)
Jennifer Limbach (ASM Appointee)
Stephanie Phillips (Student Appointee)

Not Present:
John Sharpless (Faculty Representative)
Tom Smith (MUBA/Alumni Rep)
Hank Walter (Union Associate Director)
Mark Guthier (Union Director)
Brittney Rathsock (Student Appointee)
Brian Borkovec (ASM Appointee)
Ted Crabb (Emeritus Union Director & ex-officio)

Vacant:
ASM Chair or his/her designee

I. Introductions-Call to order 6:10 pm—favorite part of Architect visit

II. Minutes from 6/22/10 APPROVED

III. Recap of Architect Visit

IV. Survey
   A. Process of survey presented and informally approved (see PowerPoint)
   B. Yes survey non-students
      1. Same survey for everyone; not applicable can be used if student specific questions are generated
      2. Web-based, but large reach out to all people—Union webpage, Terrace Views, Facebook,
      3. Paper surveys available at Essential Desk & Membership office?
C. Demographics
   1. Basic ok- (student/fac/staff/alum)
   2. Should we ask if a student is an international student?- 
   3. How often do you use the building?

D. Brainstormed potential survey questions:
   - Guest rooms—more less do you know they are there?
   - Docks- sailing, swimming, lake access
   - Bike parking-
   - Add space to building? Would you use it
   - What do you want to see from the Play Circle? Use it for plays? Movies?
   - Banking services?
   - Parking? Do you need it?
   - Postal services-
   - General study space- group study space
   - General outdoor space
   - Computer lab
   - Meeting rooms- what do you need from them?
   - Accessibility
   - Computer kiosks
   - Terrace stage- size, location,
   - Permanent seating? Improved? Large enough?
   - Rathskeller stage
   - How they wayfind?
   - Convenience store
   - Words/characteristics of Memorial union- level of happiness
   - Is LOL connected to the outdoors
   - Food services- do you enjoy the food- franchise operations?
   - Art? Galleries? Do you know there are art galleries?
   - Craftshop? How would you use it?
   - How often would you use a permanent movie theater
   - Food service— what do you think of it? How can it be improved? How high of a priority is quality food service at the Union- sit down restaurant? Noodles?
   - What would you like to see in the Union Theater?
   - Clocks?
   - Back off house operations? Does it annoy you to see large carts collecting garbage?
   - What artists would you like to see at the Union?
   - How would you like to see a Union Theater Marquee?
   - Are there services we do not have that you would like to see?
   - Is the lakefront congested and disorganized?
   - Is the building green? Do you want it greener?

V. Next Architect Meeting
Schedule Presented
Those attending:
- Theater session- John P Staley, Mark Haebig, Stephanie Phillips
- Meetings Rooms- John Skic,
- Facilities- John Staley,
- Dining Services- Paul Davidsaver

VI. Interest Groups
A. Universal Interest Group Standards- Mark H moved to approve, Patrick C seconded—PASSED (ATTACHED)

B. Interest group charters - Patrick C moved to approve, John Staley seconded—PASSED (ATTACHED)

C. Chairs
1. Facilitators –
   Paul D moved that Design Committee gets to appoint Facilitators, if Design Committee choses to pass Leadership Team will appoint, if necessary Design Committee, can modify appointments. -- Mark H
   Second
   APPROVED

2. Chairs
   -a Meeting & Gathering Spaces: Patrick Callan (co) &-- ?
   -b Offices & Guests Rooms: John Skic
   -c Art Gallery & Collections: Kelsey Gergen
   -d Terrace & Exterior: Stephanie Phillips(co) & Patrick Callan (co)
   -e Lifelong learning: Brittany Rathsack
   -f Hoofer and outdoor rec: Jen Limbach
   -g WU Theater & Performing Arts Space: Paul Davidsaver—Facilitator: John Staley
   -h Dining Services & Retail: John Skic(co-chair) & -- ?
   -i Indoor Recreation & Extended services: Stephanie Phillips

John Skic moved to approve the names of chairs & Facilitator of interest groups, listed above and that Design Committee Exec will fill vacant positions of chairs and facilitators or pass to Leadership Team. —Kelsey Gergen seconded

7:25 PAUSE FOR A BREAK
7:34 RESUME

Review of Motion
Paul D amends- “listed above”

***MOTION APPROVED
Paul D asks Dinning Services & Retail (John), Theater(Paul), Meeting Rooms (Patrick) Interests Groups to try and meet before the next architect visit- contact staff, email interested of people.

Concerns about time expressed- Paul stated we can try to pull it together

**VII- Guest Rooms**
Guestrooms discussed.

Mark H moved that
Design Committee wants to see designs by the architects with up to 6 guest rooms included. Guest rooms are a high priority for Design Committee.
--Seconded by John Skic
***APPROVED

**VIII. Experiences from Within**
A. Invitation from Craftshop- group art project
   1. Tile Project—Kelsey & John like
   2. Glass binding Terrace Chair—
      Both? - Paul to send out doodle

B. Hoofers take DC sailing
   2 boats-
   2\textsuperscript{nd} week of Aug
   Paul will send out doodle

C. Union Theater
   Dinner & show—behind the scenes tour
   MCOR 9/3/10 or Ballet Hispanico 10/2/10—more votes for Ballet

D. Other events:
   1. Art Gallery opening
   2. Play Circle
   3. Union South Tour
   4. Brats & Beer—Terrace

**IX. Next meeting**
7/27 Tuesday 6-9pm
X. Adjourn 8:14 pm

(SEE NEXT PAGE FOR ATTACHMENTS)
Universal Interest Groups Standards

Meeting Standards:
All meetings are open to students, faculty, staff, and general Union members

All meetings are posted on the MU Reinvestment calendar

Meeting dates & times are set by the chair who takes into consideration what works best for the greatest number of members

All meeting notes/minutes are sent to the Student Project Manager or his/her designee to be posted online

All meetings maintain good order and proper etiquette

Roberts Rules of Order are used at the discretion of the chair, and for all votes

Leadership:
All Interest Groups are chaired/co-chaired by a voting student member of Design Committee

Decision Making Process:
Interest Groups are a sub-committee of Design Committee

Interest Groups can only make recommendations or informational presentations to Design Committee

Recommendations to Design Committee will be consensus built representing all the plausible ideas
Recommendations of Interest Groups are not to be communicated to architects or to “speak” on behalf of the project unless specifically approved by Design Committee

**Role of Every Interest Group:** *In addition to each specific charter*

To fully embrace the Design & Planning Principles of the Wisconsin Union Building Project

To serve and support to the best of their ability the stated purpose in creation from Design Committee

To help inform and make recommendations to Design Committee

To strive at all times that recommendations accurately reflect the ideas and interests expressed to date

To actively seek various voices and opinions
Memorial Union Reinvestment Design Structure

MEMORIAL UNION REINVESTMENT DESIGN COMMITTEE

UNION COUNCIL
ROLE: Final Approval
COMPOSITION: 9 students (5 Union-appointed, 4 ASM-appointed), 2 Union staff, 2 UW faculty, & 2 UW alumni

EXECUTIVE TEAM
ROLE: Executive Team—shepherds and represents decisions, hub of all communications, provides oversight to scope and budget
COMPOSITION: Union President, Student Project Coordinator, Union Director, Union Associate Director & Design Committee-appointed student

DESIGN COMMITTEE
COMPOSITION: 9 students, 2 Union staff, 2 UW faculty, & 2 alumni
*Union President appoints 5 students, the Union staff, UW Faculty, and UW alumni to the committee while the ASM Chair & Shared Governance appoints 4 students

ARCHITECTS
Interacts with various groups pending topic and decision

VARIETY OF INTEREST/DESIGN ADVISORY GROUPS
(unnamed number to respond to relevant needs and interests)

Interest groups  Interest groups  Interest groups  Interest groups

ROLE: Inform and propose ideas to Design Committee
COMPOSITION: Flexible representatives to be pursued and designed by the current student leaders who are stewards of the Design Process

Approved by Design Committee 7/13/2010
Interest Group:
Meeting & Gathering Spaces Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
All indoor non-theatrical & Hoofers meeting and gathering spaces, specifically, but not limited to: Great Hall, Tripp Commons, meetings rooms, and lounges. In addition to future indoor non-Food Area meeting & gathering spaces.

Stated Purpose:
To actively seek out and engage Union members and the campus community about the programing, design process, and status of meeting & gathering spaces through completion of the Memorial Union Reinvestment. A finished product will include revitalized spaces and potentially new spaces that are both more productive and welcoming to the vast variety of users (students, faculty/staff, and Union members).

This is to be achieved by evaluating our current offering of meeting & gathering facilities and seek out the needs and desires of all Wisconsin Union users. The information gathered will inform recommendations to better serve students, staff, faculty, and Union members for the next 100 years. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group:
Offices & Guest Rooms Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
All non-unit specific support office, offices and guest rooms in addition to any future similar offices and guest rooms

Stated Purpose:
To actively seek out and engage both Union staff and Union users about the programming, design process, and status of offices and guestrooms through completion of the Memorial Union Reinvestment. To ensure upon conclusion any offices and guestroom meet not only the functional needs of staff, but also appear cohesive and welcoming to Union users.

This is to be achieved by taking a proactive stance to evaluate our current offices and guestrooms and seek out the needs and desires of both staff and Union patrons. Using the information gathered to create recommendations that will better serve staff while enhancing the experience for visitors. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group:  
Art Gallery & Collections Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
All current art galleries, the Union’s permanent collection, and art storage, in addition to any future art galleries, future art storage, and percent for art ideas.

Stated Purpose:
To actively seek out and engage WUD programmers, Union collection staff, and all users of the Memorial Union about the programing, design process, and status of galleries, collections, and storage through completion of the Memorial Union Reinvestment. To look holistically on how we display art at the Memorial Union and seek new opportunities and relations to blur the line between visiting art and collection pieces to promote and display our rich artistic history and art’s presence throughout the building.

This is to be achieved by evaluating our current galleries, the permanent collection, and storage and to seek out the needs and desires of both viewers and curators. Using the information gathered to create recommendations that will grow and enhance art at the Memorial Union. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group:  
Terrace & Exterior Spaces Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
The Terrace, as well as other outside terraces, decks, and gathering spaces, in addition to any future exterior gathering spaces adjacent to the building

Stated Purpose:
To actively seek out and engage the students & non-student Union members, staff, and programmers, about the programing, design process, and status of the cherished Terrace and other exterior gathering spaces through completion of the Memorial Union Reinvestment. The biggest priority is to preserve the character one of Madison’s most recognizable and cherished spaces, while recognizing this opportunity for enhancing logistical and performance capabilities.

This is to be achieved by taking a proactive stance to evaluate the Terrace and other current exterior spaces and seek out the needs and desires of all Wisconsin Union members. Using the information gathered combined with careful study to make recommendations that will purposely and coherently look at all exterior gathering spaces and potentially new ones. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:
Contact Information:
Interest Group: 
Lifelong Learning Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
The facilities for the Craftshop, Mini Courses, and Wisconsin Basecamp, in addition to any future support or “home areas” for these programs

Stated Purpose:
To actively seek out and engage past and present instructors, students, and participants in addition to staff of these programs about the programing, design process, and status of physical elements of these lifelong learning programs through completion of the Memorial Union Reinvestment. With a desire to look at how we can both better support these programs internally as well as opportunities for growth and new connections with other units in the building.

This is to be achieved by taking a proactive stance to evaluate the current facilities and seek out the needs and desires of all Wisconsin Union members and Program Area staff. Using the information gathered to create recommendations that will enhance both the function and user experience of these areas. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group: Hoofers & Outdoor Recreation Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
All the present and any future Hoofer spaces including but not limited to the “shop,” piers, and Bradley/Hoofer Lounge, at Memorial Union in addition to present and any future spaces associated with outdoor recreation at Memorial Union.

Stated Purpose:
To actively seek out and engage past and present Hoofer members, leaders, and causal user of outdoor recreation & relevant staff about the programing, design process, and status of the Hoofer and outdoor recreation spaces through completion of the Memorial Union Reinvestment. To better recognize, support, and enhance the nation’s second largest collegiate outdoor recreation club, while providing updated and more cohesive outdoor recreation experiences for all Union members.

This is to be achieved by taking a proactive stance to evaluate the current offices, meeting spaces, and storage facilities for Hoofer and outdoor recreation as a whole, seeking out the needs and desires of Hoofer as well as looking from the customer perspective. Using the information gathered to create recommendations that will better support and allow for continued growth in Hoofer and outdoor recreation. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group:  
Wisconsin Union Theater & Performing Arts Spaces Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:  
The Union Theater, Fredric March Play Circle, backstage & support areas, and pre-function spaces associated with these areas, in addition to any future spaces of this nature

Stated Purpose:  
To actively seek out and engage not only WUD programmers, but other RSO's and Departments on campus in addition to general Union members about the programing, design process, and status of these historic performing arts spaces through completion of the Memorial Union Reinvestment. To ensure upon renovation better support for not only the sheer number, but the vast variety of programs offered. This is to be achieved by taking a proactive stance to evaluate our current performing arts spaces and associated areas while seeking out the needs and desires of the Wisconsin Union as well as looking at the campus’ arts needs as a whole. Using the information gathered to direct recommendations that will better serve the current programs while creating a destination and home for performing arts on campus. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:  
Chaired by:

Contact Information:
Interest Group: Dinning Services & Retail Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
All food, beverage, and Wisconsin Union operated retail units as well as support areas including but not limited to: Rathskeller, Peet’s, Daily Scoop, Essentials, Lakefront on Langdon, catering operations, and production kitchen. In addition to any additions for units of similar purpose

Stated Purpose:
To actively seek out and engage the customers and student and professional Dining Service employees about the programing, design process, and status of food, beverage, and retail units through completion of the Memorial Union Reinvestment. To ensure upon conclusion that any renovation only serves to improve the cherished elements of the units, meets the current and future needs of customers and enhances the programming that happens within them.

This is to be achieved by taking a proactive stance to evaluate the current food, beverage, and retail units while seeking out the needs and desires of the campus and Union members. Using the information gathered to create recommendations that will enhance not only food operations but the overall experience for Union customers. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Interest Group:
Indoor Recreation & Extended Services Charter

This Interest Group will at all times follow the Universal Interest Groups Standards set by Design Committee

Areas of Interest:
Current spaces for indoor recreation and extended services, such as but not limited to tenant spaces, cash office, and any new non-food services, in addition to any restoration of a games room or additions of any new non-food services.

Stated Purpose:
To actively seek out and engage the students, faculty, staff, and Union members that come through the doors each day about the programming, design process, and status of these services and operations through completion of the Memorial Union Reinvestment. To evaluate the need and efficiency of current services with a strong desire to evaluate and make recommendations to add services not currently offered.

This is to be achieved by taking a proactive stance to evaluate our current services and operations and actively seek out the needs and desires of the UW campus and general Union members. Using the information gathered to create recommendations that in addition to better supporting current services and operations could lead to new services and operations to better serve students and Union members. This cannot be accomplished without fluid conversations and communications between users and stakeholders throughout the duration of the entire project.

Leadership:
Chaired by:

Contact Information:
Approved By Design Committee 7/13/2010