Architecture Library Task Force
Meeting Minutes – Draft
October 21, 2014

Present: Maria Beltran [PHD STUDENT]; Brian Kelly [ARCH FACULTY] ; Powell Draper [ARCH FACULTY] ; Valerie Sherry [ARCH STUDENT]; Austin Raimond [ARCH STUDENT]; Christine Henry [HISP STUDENT]; Hiro Iseki [URSP FACULTY]; David Do [URSP STUDENT]; Ross Rabinovitch [RDEV STUDENT]; Yelena Luckert [LIBRARIES]; Cindy Frank [LIBRARIES]; Margaret McFarland [RDEV FACULTY];

Agenda Review

1. Review Draft of Charrette Proposal

Prior to the meeting Brian Kelly distributed a draft of the charrette proposal. He requested that any changes be made using Track changes in Word, and then circulated to the entire group.

Discussion: Goals and Objectives of the charrette should encompass: Spaces, Finances, Services, Technology, Collections, and Cultures.

The Schedule is still a draft. Date is Friday November 14th, with the entire School participating, and using great space and classrooms.
The welcome and introduction should include definitions, and sharing basic information such as the feedback from the SWOT survey, feedback from the empathy surveys, plans of the building, a fact sheet from the 2012 Needs Assessment Report, gate counts, the articles on Libraries that were shared with the Task Force, staff budget, changes to the schedule from last year to this year.
These items will help answer the question, “What constraints impact the goal setting?”

Teams of 10 to 15 people will work with Precinct Captains, Information Experts and Facilitators.
The Task force agreed that Valerie Sherry and Brain Kelly will be the day’s Facilitators.
People on the Task Force are encouraged to volunteer for any of the other roles as needed.

Action items: Come to next meeting with a tighter understanding of the November 14 sequence of events. Begin to round up sources for our information needed.

Next meeting November 4, 2014 11:30 AM, Room 1117.