

Meeting Minutes

Tuesday, November 6, 2012

Present: Craig Ness, Emily Messa, James Prochaska, Kevin Rigdon, Steve Wallace, John Roberts, Rachel Bush

1. Schedule Update – schedule update was provided and reviewed by Project Manager James Prochaska – see attached schedule for reference
2. Grove Selection – SWA is under negotiations to get the price within budget. It is anticipated that an agreement will be reached this week. SWA is aware of the project deadline that needs to be met with no exceptions. Once an agreement has been made a more detailed schedule will be included showing the design progress. Design charrettes will be scheduled with the parties to allow the work to move forward at each phase of design.
3. Funding Updates
 - a. Grove funding has been approved by the Dean, but the completion of the deficit letter is pending
 - b. Wortham Fire – CRDM vote going out this week; full funding to be in place next week
 - c. Alley Theatre – initial review was complete; secondary meeting to review detail with the Dean has been set up; mixed funding and deficit letter will be required
4. Trailer Update – Fire Marshal to confirm allowable distance from building to the trailer to meet code. James to meet with Kevin to discuss layout and needs of the proposed 24' x 72' trailer as well as verifying the dates that the trailers are needed. James is meeting with purchasing next week to begin drafting a request for proposal to provide a trailer as needed. Utilities hook-ups and make-up stations will be performed in house. Proposed location is just west of the Quintero Theatre.
5. Scene shop flooring replacement and Costume Shop move tentatively scheduled for 12/17/2012 – 1/4/2013.
6. Rigging inspection – Kevin and James to follow-up on the status Stagelight's report
7. Bates/Law Residence Halls Lounge/Classroom Space – James will be receiving general construction costs next week to renovate space and bring the space up to code.
8. Classroom issues will be handled by the College and Theatre related to ongoing storage needs; project issues have been resolved for the spring through the use of rooms in Agnes Arnold. Laundry interim needs to be managed between Kevin and James.
9. Other Items
 - a. Fire Sprinkler project is expected to be complete by 11/30/2012 – this project work and contractor have been good and on target.
 - b. Alley Lease update – Emily provided a general update, lease in progressing, but has not yet been signed.