

ARTWalk 2: Project Design Team
P.I.N. 4754.18
Weekly Team Meetings Memo
June 26, 2009

BA: Bergmann Associates | SWC: Studio William Cochran | AW: ARTWalk Organization

1. Action Items / Deliverables / Next Steps

BA:

- Send invites to upcoming steering committee meeting
- Send invited for upcoming workshop
- Prepare to post workshop photos to website
- Minutes from NOTA and public Meeting
- Revise roles with AW and SCW

SWC:

- Prepare invite text for upcoming workshops
- Prepare photos and conclusions made from each table photo for review by design team

AW:

- Secure venues for upcoming events
- Add missing contact information on Call distribution list – google documents

2. General Comments:

- Paul Comments
 1. Wish people had stayed to hear final comments
 2. Should have tape recorder of some sort to capture comments at end.
 3. Next steps need to collaborate on the information and get info back to the community
- NOTA MEETING – June 24
 - Went well
 - Sue to send out minutes for review
- Public Meeting – June 24
 - Went well
- Interactive Design Workshop – June 25 – 6-9pm
 1. Data Collation Process
 - William to share photos
 - Get names on photos
 - Get info on photos
 - For summary to be commented on
 - Need final map for review at end



2. For future events need place to record final comments on plan created, decisions made
 3. Schedule?
- Website
 1. comments sent address all and go live
 - ARTWalk Status – Anne
 1. Emily, Admin assistant has been let go
 - Steering Committee Meeting July 13 at MAG east parlor
 1. Agenda
 - Updates on progress
 - Results from design workshop
 - Public Design Workshops No. 2 July 14 evening (6-9pm)
 1. Sidewalk
 - Connections between village gate and towers
 - Connection between MAG and towers
 2. Need venue
 - MAG, Village Gate
 - Something central
 - Anne to secure.
 3. Meet in location and go out in groups to walk site and report back
 - Public Design Workshop No 3 July 18 mid-morning (9-12pm – lunch - 3-4pm)
 1. Venue - MUCC
 2. RMSC plaza and towers plaza
 3. Schedule (times)
 4. Agenda/Topics
 - Update on roles from Tom
 1. AW to run
 - SOTA to Prince
 - North of Anderson Avenue
 - Towers south to RMSC
 2. SWC to run
 - MAG
 3. Should work together on all charrettes, do not need to split up areas for different organizations.
 4. DESIGN TEAM TO REVIEW ROLES AND RESPONSIBILITIES
 - Who to take lead on what
 5. AW to clarify geographic limits of 'within the ROW'
 - Paul to authorize up to 50% of contract and amend schedule A later



- Public Information Plan
 1. Whose scope to execute?
- FABRICATOR ROSTER & LOCAL ARTIST ADVISOR
- Call Distribution List
 1. National – distributed through online
 2. Local – add contact information
 3. Need to have ready to hand to someone for distribution list
- Jury Composition and Process
 1. Tabled until following week
- Jury Nomination Form
 1. Should hold off on distributing
- Durability Criteria
 1. Tabled until following week
- GCC
 1. Lisa O'Malley sent DVD with video from event
- Stakeholder Meeting Interviews
 1. Hold until after the meetings next week
- Maintenance Plan and Funding
 1. Future discussion
- Educator Brainstorming Session
 1. Meeting held will report back at next meeting
- Knowledge Exchange
 1. JULY -tentative date 16

3. Upcoming work and near term Interim Project deadlines (due within next 4 weeks +/-)

Date	Item Due	Responsibility
July 26	WEBSITE GO LIVE	BA
June 29	INVITES TO JULY EVENTS	BA/SWC/AW
July 13	Steering Committee at MAG 3-5	BA
July 16	Knowledge Exchange – MAG	AW & SWC
July 14	Workshop no2 – evening – venue?	AW & SWC
July 18	Workshop no3 – mid morning – MUCC	AW & SWC
July 20 (4wks)	INVITES TO AUGUST EVENTS	
Aug 17	Steering Committee – MAG	BA
Aug 18	NOTA Meeting – Location TBD	BA/City
Aug 18	Public Information Meeting – location TBD	BA/City
Aug 21	Knowledge Exchange – Dunwoody Studio	AW & SWC
Aug 22	Artist Workshop – Dunwoody Studio	AW & SWC



4. Upcoming Meeting(s)

- July 13, 3pm – Steering Committee (MAG)
- July 16, time TBD – Knowledge Exchange
- July 14, evening, Village Gate of MAG, TBD
- July 18, mid morning, Workshops (MUCC)

5. Project Budget Status / Scope Changes / Additional Services

- Awaiting contract from city.
 - Will execute subconsultant contracts following contract from city.
 - Sub-Consultant ROLES and RESPONSIBILITIES TO BE REVISED
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