



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Buffalo Creek Elementary Renovations

Project Number: 1809-01-02

Owner: Spring Branch ISD

Meeting Description: BCE PAT #3 –Design Meeting

Meeting Date and Time: 10/16/2018 3:00 PM – 4:30 PM

Meeting Location: Buffalo Creek Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 10/17/2018 – Jordan Tripp

By emailing these minutes to the Owner's Designated Representative (ODR), we are requesting approval. Upon approval, Huckabee shall proceed with the understanding that the ODR:

- represents he/she is authorized to render decisions for the Owner and the Owner will accept any increases in costs or schedules if decisions change;
 - approves all decisions noted (e.g. action to be taken or what is to be specified, added, deleted, changed, etc.) whether the ODR was present or not;
 - understands the advantages/disadvantages associated with each decision (e.g. performance, appearance, costs, schedule, risks, maintenance);
 - agrees he or she does not need any further technical assistance from Huckabee in understanding or weighing the advantages/disadvantages; and,
 - acknowledges all recommendations are based on each professional's understanding of goals, schedule, budget and information available at the time.
-

Comments below were captured during a design meeting with the Project Advisory Team (PAT).

Part 1: Review of Design Meeting Ideas

1. Consider general cleaning of ductwork and HVAC system along with other improvements.
2. The corner display areas in the library are currently used as office space for the United Way and the ASP director.
Open to the idea of:
 - a. Providing a flexible area with moveable partitions and markable surfaces.
 - b. Relocating the offices.
3. Current graphics and hand paintings on the wall in the library can be removed.
 - a. Suggestion: Digital projectors could project graphics that could always be changing.
4. Resin panels in the library are used to identify neighborhoods.
 - a. Material is transparent and used as a design element.
 - b. Suggestion: In lieu of resin panels, colors could be delineated by painting the gyp as opposed to a drop down. SBISD wants to steer away from material that attracts dust as a preference for long term upkeep.
5. Classroom Markable Surfaces.
 - a. Intent is for the markable surfaces to serve as a writing and projection surface.
 - b. The nature of material as not self-healing, but the magnetic surface gives the ability to pin-up materials.
 - c. Huckabee to confirm location of teaching/active walls in the classrooms.
 - d. Provide Magnetic Writable Wall Surfaces in the collaboration areas.
6. For Clarification, intent is to provide clearstory windows in collaboration spaces only.
7. Graphics:
 - a. Huckabee to provide graphic options to the entire teaching staff for discussion and selection at a future date.
 - b. Preference was given to combining abstract and concrete themes. The overall feel should be inspirational.
 - c. The use of color is adaptable in all scenarios.
 - d. Graphics should be flexible to adapt for multiple grade levels.
 - e. PAT members preferred the Biomes theme because it has a soothing theme and utilizes the current curriculum.

Huckabee

AUSTIN • DALLAS • FORT WORTH • HOUSTON • SAN ANTONIO • WACO

www.huckabee-inc.com

Part 2: Materials

1. PAT expressed concerns about fading, staining and durability of the carpet.
 - a. Use of carpet tiles allows for easy replacement of areas of wear or stain
 - b. Huckabee to explore options with more texture to conceal stains.
2. PAT expressed a preference for brighter white field color.
3. Carpet discussion
 - a. Preference was given to the brighter color palate, but would like to see more texture in both the accent and field colors
 - b. Consider incorporating streaks of the accent colors into the filed carpet
4. Open to the idea grey or white field color with accents of color for tiles outside the bathroom.
5. Huckabee to consider existing door color in final palate selection.

END OF MINUTES