



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Buffalo Creek Elementary Renovations

Project Number: 1809-01-02

Owner: Spring Branch ISD

Meeting Description: BCE PAT #4 – Final Design Meeting

Meeting Date and Time: 11/14/2018 3:00 PM – 4:30 PM

Meeting Location: Buffalo Creek Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 11/16/2018 – Timothy Barnes

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 the final design meeting with the Project Advisory Team (PAT).

Part 1: Reviewed Design Meeting Ideas

1. Confirmed incorporation of natural lighting, visibility, updated finishes, flexible furniture and other requested priorities and commonalities in the proposed design.
2. Entry design:
 - a. Maintains District standards
 - b. Living room style on one side, café and technology on the other side.
 - c. Tackable wall surface display.
 - d. More inviting, updated colors and branding.
 - e. Added digital display.
3. Cafeteria/ Gym:
 - a. Updated painting.
 - b. Teaching wall.
 - c. Improve acoustic.
 - d. Sound system upgrades.
 - e. Environmental graphics.
4. Classrooms/Collaboration:
 - a. Natural daylighting.
 - b. Active walls in classrooms.
 - c. Educational graphics in Collaboration.
 - d. Additional power source in Collaboration.
 - e. Marker walls in Collaboration.
5. Library:
 - a. Compartmentalize.
 - b. Increased meeting spaces.
 - c. Improved acoustics and sound control.
 - d. Improved lighting.
 - e. Flexible seating and learning spaces.
 - f. Transparent separation from corridors.
 - g. Mobile book storage.

Huckabee

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

www.huckabee-inc.com

6. Stronger connection between Library and Neighborhoods. Delineation of neighborhoods on floors, walls and at display cases.
7. Graphics to serve as learning tools in Collaboration Spaces.
8. Retain use of floor outlets in Library.
9. SBISD to provide additional shelving for Guided Reading Collection to allow Library space to remain more flexible for seating and meeting spaces.
10. Zone lighting controls in Library.

Part 2: Materials / Graphics

1. Huckabee presented three (3) graphic options based on discussions from previous meetings with PAT for approval.
 - a. Option One: Seasonal was not acceptable to PAT
 - b. Option Two: Biospheres was unanimously approved by the PAT
 - c. Option Three: History was not acceptable to the PAT
2. Huckabee to schedule future meetings with SBISD to present actual images for review and approval.
3. Huckabee presented two (2) material and two (2) pattern options based on discussions from previous meetings with PAT for approval.
 - a. Option One: "Natural" materials in a "Pixel" pattern.
 - b. Option Two: "Bold" materials in a "Linear" pattern.
4. The PAT was unanimous in selecting the "Natural" material in a "Pixel" pattern.
5. Huckabee to proceed with the approved material selection and schedule a future meeting with SBISD P & C to review proposed furniture selection to coordinate with selection.
6. Huckabee concluded with a review of the upcoming schedule and noted the construction scheduled to begin in 2019 and be completed before the end of the 2020.

END OF MINUTES