Meeting Agenda - 21 January 2016

1. Review Message Schedule and Location Plans
    - this is a sign by sign content review

2. Review proposed Gorlock modifications
    - we'll be giving you a sheet of Gorlocks to review at your convenience with your internal team

You are going to review the packet and get back to us with any changes to location or designs for the Gorlocks themselves.

3. Discuss solutions for changeable office signs
    - we will be coming to the meeting with recommendations for different approaches (different material choices)

See the Attached PDF of a more detailed drawing for the proposed new direction for the changeable office signs, along with images of a prototype used on a previous job we did. Your signs will not be as large as the prototype.

4. Check-in on any donor signage needs
    - donor signage came up a while ago and we are wondering if this is something that we need to have on our radar.

Craig to discuss with colleague, this might happen at a later date.

Specific types of questions we will be asking during message schedule review...
(in no particular order…)

1. Signage within public view but that pertains only to staff…how specific do you want to be? For instance, should the door say "staff" or "janitorial closet" or "1.01"? Will treat these like all other IDI-01 ADA signs on GYP.

2. Nursing mother's room on level two…will the room be locked and will users be directed to where to get a key? What would Webster like to call this room? Staying with Nursing mothers and adding a glyph.

3. Gender Neutral restrooms…does Webster have a preference for the naming convention? It was decided to just call these restrooms. A yellow blade sign with both a men's & women's glyph with line through the middle will be near or above these doors.

4. We will need nomenclature for the main entry doors…hours, no guns, no smoking, etc…
We forgot to discuss this one. Please provide us with Webster typical practice.

5. Some of the classrooms have especially long names. May we refer to these rooms for ADA purposes by a number and then have smaller non-braille text below that describes the classroom (for instance: " Anatomy, Physiology and Plant Physiology Lab"). Note: we will have printed examples of what we are describing here.
It was decided that we could refer to these rooms for ADA purposes as numbers and in smaller non-braille describe the classrooms below. Like the example of the actual size printout you have. You were also going to discuss this with your colleagues.

6. Review placement of all directories and directional signage to ensure that all are concur and that we have proper coverage.
A few more directional signs need to be added for the EAB. We will revise the sign location plan and message schedule and send that to you end of day tomorrow.

7. Discuss any necessary connector signage between this building and the EAB. See Above. It was discussed that we would also most likely add signage to the door fronts to indicate EAB & ISB buildings.

Meeting Agenda - 21 January 2016

8. Discuss any auditorium-specific signage needs such as podiums, temporary signs, no food allowed signs, etc.
We did not discuss this,please advise.

9. Discuss the need for occupancy signage site-wide.
Cannon helped us with this.

10. Discuss the possible need for a recommended sign type for the artwork being hung in the sitting areas.
Craig to discuss with campus curator.

11. Discuss the need for any hazardous material notification at labs or other spaces where chemicals, etc. are in use.
Craig to discuss with colleagues.

Other items dicussed
1. KLI to update the signage location plan and message schedule to reflect any changes or additions discussed today, January 21.
KLI to send revised update end of day January 22.

2. KLI to revise the type size on the directional and re-sending Craig printouts of the directional and directory at actual size.
Craig, you will have these no later then Monday.

3. KLI to send you a silkscreen on metal and vinyl sample. These will be sent with the above prinouts.

4. Craig please review all signage as soon a possible KLI must release all drawings for the review set on February 5th.

Meeting Agenda - 04 November 2016

1. Present Signage Package

2. Locate all signs for hazardous material notification at labs or other spaces where chemicals, etc. are in use

Specific types of questions we will be asking during message schedule review…
(in no particular order…)

1. Nursing mother's room on level two…will the room be locked and will users be directed to where to get a key? What would Webster like to call this room?

2. We will need nomenclature for the main entry doors…hours, no guns, no smoking, etc…
(this can be given closer to opening since this is vinyl)

3. Discuss any auditorium-specific signage needs such as podiums, temporary signs, no food allowed signs, etc.

4. Discuss the possible need for a recommended sign type for the artwork being hung in the sitting areas.

Meeting Notes - For 04 November 2016 Meeting

1. Craig to call Public Safety about the following signs.
    - Should the Lactation Room stay locked at all times? The key could be accessed by asking for it.
      Example of what the text could say.
      "For access to Lactation Room go to (insert department name and room number here). Thank you."

    - Is sign type RE-01 building hours needed? Located at the main entry doors this sign includes building hours, no weapons allowed glyph and no smoking glyph etc…

2. Adding an additional sign type for classroom and possibly office evacuation plans. Craig or Stephanie to check if evacuation plans are needed for offices as well. KLI would like to know if these signs are happening no later then December 15.

3. Craig to discuss with colleagues that KLI handle the look for the gallery labels being hung with artwork in the sitting areas. This will allow for consistency for all signage big or small.

4. Stephanie to provide final text for the following below.
    - Text going on the outside of the labs this includes all biohazard language that needs to be posted and no eating or drinking etc… by December 15.
    - Text for above the sinks that chemicals can be poured down.
    - Classroom names that are still missing by December 15.

5. KLI to correct signage location plan for the adjunct offices they currently follow the same look as the office signage (IDI-03) on glass, the look should follow the classroom signs (IDI-01) on glass.

6. Craig to confirm nomenclature for men, women & ada restrooms, should they simply say "restroom" or "all gender"?

6. KLI, CANNON & Signage Vendor to do mock-up of the main building ID sign for "Browning Hall" ounce the glass mock-up is on site. There are some concerns that there maybe light spilling from the sign into the lab at night.

ISB Project Executive Commitee (PEC)
Meeting Notes - Donor Recognition - 08 February 2017

Meeting Attendees:

Elizabeth (Beth) Stroble, President, WU
Julian Schuster, Provost and Senior VP, WU
Ana Karaman, VP and CFO, WU
Patty Arnold, Interim VP Advancement, WU
Pamela Kramer, Development Officer, WU
Craig A. Miller Sr., Director, Facilities Planning and Management, WU
Deanna Kuhlmann-Leavitt, Partner and Lead Designer, KLI
Jill Berkbuegler-Lembke, Designer, KLI

1. Option A was the selected direction for the donor wall
    - Instead of 5 giving categories it was decided to have 3; Webster to provide KLI with direction.
    - KLI to provide a section of the donor wall printed at actual size for WU review to ensure legibility of vertical type.
    - KLI to provide vertical type studies where letters are stacked and not sideways.

2. Browning Hall
    - The building will be listed in WU materials as "Interdisciplinary Science Building" (ISB) but will be named "Browning Hall." The main exterior building sign facing campus will be "Browning Hall" with a secondary line of type near the entry doors for "Interdisciplinary Science Building."
    - Should the other wing of the building be funded by another major donor, the building name will remain "Browning Hall" and the new donor will be given naming rights with a "Wing" designation.
    - KLI to locate and create schematic designs for the "Wing" giving level.
    - The building will be coded as ISB by the University Registrar?

3. The Browning Story
    - The Browning family does not want a likeness of Mr. Browning as part of his tribute.
    - WU to provide KLI with direction on specific text.
    - Once text is in hand, KLI will craft new design solutions that will be compatible with Option A.

4. Cornerstone
    - The PEC approved the Cannon/KLI location recommendation for the cornerstone.
    - The PEC will have final cornerstone text for KLI by June 1.

5. $1,000-$9,999 Donor Recognition
    - The Cannon/KLI location recommendation was approved by the PEC.
    - The KLI design concept was approved by the PEC.

6. Donor Recognition at Rooms
    - The KLI design concept was approved by the PEC.

Meeting Agenda - 21 February 2017

1. Quick overview of KLI's design concept for ISB environmental graphics

2. Stephanie Schroeder's overview of the type of life safety and hazard signage needed in the ISB Science Labs

3. Review the sample signage documents previously submitted

4. Discuss developing a strategy for getting the signage approved via the City of Webster Groves

5. Timeline for accomplishing noted lab signage design tasks and coordination

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6. After Stephanie meeting, KLI and Craig to discuss signage estimates

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Meeting Notes - 21 July 2017

Meeting Attendees:

Elizabeth (Beth) Stroble, President, WU
Julian Schuster, Provost and Senior VP, WU
Craig A. Miller Sr., Webster
Deanna Kuhlmann-Leavitt, Partner and Lead Designer, KLI
Jill Berkbuegler-Lembke, KLI

1. Building Dedication Panel
    - The Interior design for the dedication panel is the winning direction.
    - KLI is to review the latest Dedication word document against the latest design & resubmit artwork to the PEC for final approval.
    - The panel is to be installed for the October 18 dedication Ceremony.

2. Donor Wall and Browning Dedication Panel
    - Deadline for donor names is September 1st, any names given after the deadline will be added to a temporary poster that will rest on an easel and displayed at the October 18th ceremony.

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Meeting Notes - 21 July 2017

Meeting Attendees:

Craig A. Miller Sr., Webster
Deanna Kuhlmann-Leavitt, Partner and Lead Designer, KLI
Jill Berkbuegler-Lembke, KLI

1. Permit
   - Craig to review the provided sample letter from Steve, then format a letter that Engraphix can submit to the City of Webster giving Enpraphix the authorization to install the Browning Letters to the ISB.

2. Actual Size Mock-ups for Dedication Panels
   - KLI to get an estimate from County Blue for printing the Building Dedication and Browning Dedication Panels at actual size. If the estimate is approved KLI is to install the mock-ups for the PEC's review before submitting final artwork to Engraphix.

3. On-site walk threw for sink, hazard waste and gas cylindar signs.
   - Craig to look at his calendar for a possible Tuesday meeting.
   - KLI to bring actual size printouts of proposed signs

4. Installation
   - Craig to send us an updated move-in schedule.
   - KLI, Engraphix & Dalo-Tint to conduct a walk through for cleanliness before film install begins. Possible walk through date, August 4th, Craig to confirm with cleaners when they will be finished.
   - Install may start on the 4th floor and will work down from there.

Meeting Notes - 25 April 2017

Meeting Attendees:

Craig A. Miller Sr., Webster
Leona Graham, Webster
Jill Berkbuegler-Lembke, KLI
Ariel Biggerstaff, KLI

1. Browning Hall Exterior Sign
   - KLI to check with Engraphix about durability of adhesive for the dimensional letters.
   - KLI & CANNON to discuss lighting for Browning Hall
   - Signage will have to be presented to the city
   - KLI to have a second option for backup when presenting Browning Hall. Second option is moving ISB under Browning Hall.

2. Free Standing Sign For Address
   - KLI to design options for a free standing address sign, this sign will live in two locations.

3. Rain Garden & Pervious Pavement Signs
   - KLI to present designs to the PEC, Craig is unsure if the rain garden (micro biorentention signs) are needed.
   - This is a possible donor location.

4. Lab Signage
   - Craig likes the idea for inserts and clings for the replaceable emergency info.
   - KLI to order samples.

5. Aquarium
   - Craig sent the messaging for the sign April 24.
   - KLI to design the look and share with Craig.

6. Browning Quote
   - KLI to receive quote, statement of dedication, and tenure information from Pamela week of April 24.
   - Meeting with the PEC to be scheduled before graduation.

7. IDI-01, IDI-02 & IDI-06
   - Craig and Leona, set to review all IDI-01, IDI-02 & IDI-06 signs for language.
   - All final files for these signs must be sent out by May 4th.

7. Directories & Deirectional
   - Nursing will possibly be moving from the 1st floor to the 4th floor. This effects all directories and directional signs. KLI to have answer on this move week of April 24. KLI to release final art on May 5th.
   - Potential combitination for design options A & C. Level 2 receiving one design levels 1, 3 & 4 receiving a another design.
   - KLI to make Craig & Leona's edits that were made during the meeting.

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Webster University
Interdisciplinary Sciences Building
Donor Recognition

Meeting Agenda - 04 May 2017

1. Review of updated Donor Signage program:
   - exterior signage
   - interior donor recognition including wing recognition, Browning dedication text
   - quick run-through of entire (approved) donor program

2. Webster to update KLI on donor commitments to date

3. KLI to speak to the production, fabrication and installation process

4. Discuss a timeline for accomplishing the program as it relates to known milestone dates

5. Next Steps

Meeting Notes - For 08 February 2017 Meeting

1. Option A is the selected direction for the donor wall
    - Instead of 5 giving categories it was decided to do 3.
    - KLI to supply a printout of a section of the donor wall at actual size.
    - KLI will do vertical type studies.

2. Browning Hall
    - It was discussed that the name of the building will be Interdisciplinary Sciences Building at "Browning Hall". Browning Hall being the main building signage. Interdisciplinary Sciences Building the secondary signage.
    - Since "Browning Hall" is staying, this opens up more opportunities inside the building for other major donors.
    - KLI to locate and conduct schematic designs for the "wing" giving level.

4. The Browning Story
    - Their will be no bronze bust, no painting, etc… just the story for Laurence Browning.
    - The PEC would like to see more options from KLI of the Browning Story that goes with Option A
    - The PEC will provide KLI with a quote from Mr. Browning.

5. Corner Stone
    - The PEC liked the location for the corner stone
    - The PEC will not have names to KLI until June 1
    - KLI to discuss with Cannon how this panel can be removable