

# Perkins&Will

## Meeting Minutes

**Date:** 6.22.2020    **Authored By:** Uttara Ramakrishnan

### Meeting Details

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**Meeting Date:** 6.19.2020

**Project Name:** George Washington Carver Center

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**Meeting Time:** 6.30 PM

**Project Number:** 215011.000

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**Meeting Location:** WebEx

**Attendees:**

Carver:

Arrietta Allen

Boyd Vance Theater Users:

Pat Stewart, China Smith, Michelle Denny, Judy, Jeanette Hill

Smith & Company Architects:

Terry Smith, Juarez White, Ivonne Canez

Perkins and Will:

Stephen Coulston, Kenneth Luker, Paul Ward, Uttara Ramakrishnan

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## Discussion

ITEM NO.	DESCRIPTION	RESPONSIBILITY	ORGANIZATION
1	<p><b>Greeting</b></p> <p>A brief introduction of the project and the purpose of the meeting to seek the help of the participants to define a vision for the future of the Carver Center. Review agenda and uncertainty of timeline.</p>	Arrietta Allen	George Washington Carver Museum
2	<p><b>Welcome to Master Plan and Process</b></p> <p>A briefing of the project initiation and selection of the design team.</p>	Gregory Montes	COA Parks and Recreation Department
3	<p><b>Design Team Welcome</b></p> <p>Design Team: S&amp;C + PW consortium, has a long history of working together; and individually on key projects of local and national significance. Both value diversity and inclusion.</p>	Terry Smith	Smith & Company Architects
4	<p><b>Facilitate Virtual Guests Intros</b></p> <p>Brief introduction by each participant – who they are, how are they related to the Carver center.</p>	Arrietta Allen	George Washington Carver Museum
5	<p><b>Exercise: KEEP   TOSS   CREATE</b></p> <p>The Design Team engaged with the participants to understand their relationships with and aspirations for the Carver Center. The aim of this exercise was to garner detailed information regarding programming, expansion needs, infrastructure, transportation, neighborhood connectivity, environmental concerns, and any other relevant issues affecting the development of the identified area.</p> <p>The participants were asked questions:                      (details below)</p> <ul style="list-style-type: none"> <li>a) What they enjoy the most at Carver?</li> <li>b) What they least appreciate or dislike about Carver?</li> <li>c) What is missing/ what new programs would they like to see?</li> </ul>	Malcolm Davis & Stephen Coulston	Perkins and Will
6	Q&A	Arrietta Allen	George Washington Carver Museum
7	Wrap Up	Gregory Montes	COA Parks and Recreation Department

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## Exercise: Keep, Toss, Create

**KEEP** What do you currently enjoy most at the Carver Center?

Accessible to people with special needs - both audience and participants	Theatre, accessibility, lighting and sound equipment	dressing rooms, all the aspects that make it an actual theater space	dressing rooms, sound isolation and location	bathrooms accessible on all levels of the building	lighting is high quality
stage works well for dance (though not sure if it is truly "sprung")	Marley Dance Floor	The whole facility is very nice (favorite place!) but capacity creates need for more performances	lighting booth	sound system	Dance studio is a good rehearsal / staging area
you can move performers from one end to the other discreetly	acoustics of the room are great if all the technology is set up correctly	the Juliet balcony is really neat	Flyloft works well	Every seat in Carver is GOOD !	

1. Keep: The participants were asked what they enjoy most at the Carver.

The replies covered multiple concerns:

### a) Spaces in the building:

- The participants conveyed that the Carver was accessible to people with special needs – both as audience and participants.
- The dressing rooms are well used and liked
- Some participants mentioned that they liked the entire facility – being one of their favorite venues for performances.
- The dance studio, at present, works as a good rehearsal or staging area and one can move performers from here to the stage very discreetly.
- Participants really liked the Juliet balcony.

### b) Design:

- The theatre, lighting and sound systems are all great.
- The stage works well as a dance floor but not sure if it is ideal for dancing.

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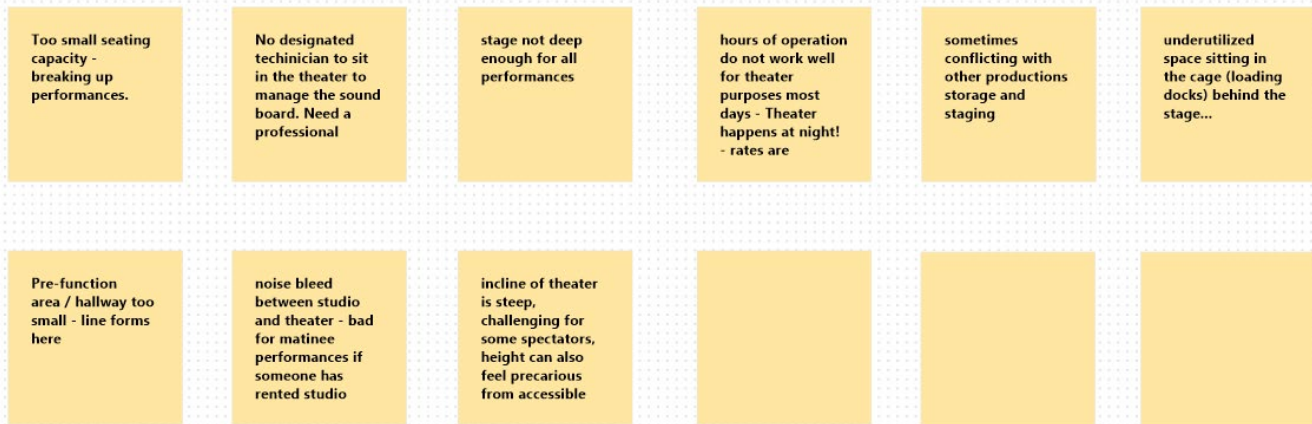
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- The participants liked the Marley dance floor
- Every seat in the theater is a good seat.
- The theater has good acoustics.
- The fly-loft in the theater is designed and used well.

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## TOSS

### What do you least appreciate or dislike?



2. Toss: The participants were asked what they appreciate the least or dislike the most about the Carver?

The replies elaborated on various issues:

c) **Maintenance:**

- The participants felt that the theater lacks a designated professional technician to manage sound and lighting

d) **Design and utilization:**

- The theater lacks adequate seating capacity due to which organizers of events either must break up performances or move them to other venues.
- The stage is not deep enough for certain types of performances.
- The loading docks, located behind the stage, is under-utilized, and should be used for storage and staging in a better way.
- The pre-function area (hallway) is too small at present.
- Participants conveyed that there is noise bleed between the studios and theater. This is unfavorable if there is a performance in the theater at the same time.
- The incline of the theater is steep and presents unfavorable accessibility for some of the audience. For others, the incline feels precarious.

## CREATE

What is missing/ what new programs would you like to see ?

Assist - taking care of the lighting equipments /other equipments - keep them secure	Security at the back maybe	More seating needed!	300 - 400 seats many performances would be able to fill 300	Sound board technician on site - enable recording	Stage could be deeper. Width is good but could be deeper	Theater happens at night. Carver needs to be open
If the loading docks are cleared off, could be used well	Incline of theater to be re-designed - make it comfortable for people in wheelchair etc	Gallery / Reception space	Community library / free library	One person could do lighting + audio at the same location	another meeting room	a balcony level in the theater
office space / conference room	multi-function room (meeting / dressing etc.)	sound isolation between studio and theater	a second dance studio (would be able to book this pretty consistently)			

3. Create: The participants were asked what programs or upgrades they would like to see here.

The replies can be categorized as follows:

e) **Programming:**

- The Carver could be open longer to enable performances to continue in the evening. Performances in the evening/night would bring in more revenue.
- The facility could include a community library/a free library that houses numerous books on the history of the community.

f) **Design:**

- Theater seating capacity to be increased to 300-400 seats. The participants conveyed that the performances here could easily fill 300 seats or more.
- At present, the loading docks are used to store sets and other items, some of them that are no longer used. The loading docks could be cleared and designed to be used well for set designing and storage.
- The participants conveyed that the theater building needs a well sized gallery/reception space.
- Including a balcony level in the theater.
- Theater incline to be re-designed to make it accessible for everyone including wheelchair users.

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- The participants expressed the need to include more meeting rooms, office spaces, conference room, multi-function rooms, another dance studio.
- Provide adequate sound isolation between studio and theater.

### g) Maintenance:

- Participants pressed upon the need to have a professional technician in the theater who can manage lighting, sound, and other equipment's to ensure they are used properly and are kept safely after a performance. This person could also help with recording performances.
- A security at the rear end of the facility would prevent theft of equipment's.

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## Photos/Screenshots of the meeting:

The screenshot displays a Zoom meeting interface. At the top left, there are icons for information, a green checkmark, a red recording indicator, and the text "Recording". At the top right, there is a "Speaker View" icon and a full-screen icon. The main area is a grid of 16 participant tiles. The top row includes Pat Stewart, Uttara, and Arrietta Allen. The second row includes Terry Smith, MontesG, and Megan Eckard. The third row includes Juarez White, lukerk, and Paul Ward. The fourth row includes Stephen Coulston (highlighted with a yellow border), MICHELLE DENNY, and Jeanette Hill. The bottom row includes Larry, esparzal, and Ivonne Canez. A tile for Judy is shown as "Connecting to..." with a red "X" icon. On the left side, a shared screen displays a presentation slide titled "George Washington Carver Museum, Cultural and Genealogy Center". The slide features a photograph of the building, a "BRIEFING" section with a grid of yellow squares, a "PRECEDENTS" section with three small images, and a "SUPPORTING INFORMATION" section with several small images. At the bottom of the screen, the Zoom control bar includes icons for Unmute, Stop Video, Participants (16), Chat, Share Screen (highlighted in green), Record, Reactions, and a red "Leave" button.



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Zoom Meeting | You are viewing Paul Ward's screen | View Options

Recording

Microsoft Whiteboard

### TOSS What do you least appreciate or dislike?

- Too small seating capacity - breaking up performances.
- No designated technician to sit in the theater to manage the sound board. Need a professional
- stage not deep enough for all performances
- hours of operation do not work well for theater purposes most days - Theater happens at night! - rates are
- Type here...

Zoom Meeting Controls: Unmute, Stop Video, Participants (16), Chat, Share Screen, Record, Reactions, Leave

Participant Grid:

- Jeanette Hill
- Uttara
- Judy
- Pat Stewart
- Stephen Coulston
- lukerk
- Arrietta Allen
- MontesG
- Megan Eckard
- Paul Ward
- MICHELLE DENNY
- Juarez White

Zoom Meeting | You are viewing Paul Ward's screen | View Options

Recording

Microsoft Whiteboard

### TOSS What do you least appreciate or dislike?

- Assist - taking care of the lighting equipments / other equipments - keep them secure
- Security at the back maybe
- More seating needed!
- 300 seats
- Sound board technician on site - enable recording
- Stage could be deeper. Width is good but could be deeper
- Theater happens at night. Carver needs to be open
- If the loading docks are cleared off, could be used well
- Incline of theater to be re-designed - make it comfortable for people in wheelchair etc
- Gallery / Reception space
- Type here...

Zoom Meeting Controls: Unmute, Stop Video, Participants (16), Chat, Share Screen, Record, Reactions, Leave

Participant Grid:

- Arrietta Allen
- Uttara
- Pat Stewart
- lukerk
- Jeanette Hill
- Judy
- MontesG
- Megan Eckard
- Paul Ward
- Stephen Coulston
- Juarez White
- MICHELLE DENNY

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The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Terry Smith's screen" and a "View Options" dropdown is visible. The main content is a shared PDF document titled "06.18.2020 Carver - Small Group Presentation.pdf" from Adobe Acrobat Pro DC. The document displays a meeting agenda on a blue background:

- Meeting: **Agenda**
- 1. Greeting** by Carre Adams **Parks & Recreation** Carver Team Lead
- 2. Welcome to MP & Process** by Gregory Montes **Parks & Recreation** Project Manager
- 3. Design Team Welcome** by Terry Smith **Smith & Company Architects** Project Principal
- 4. Facilitate Virtual Guests Intros** by Carre Adams **Parks & Recreation** Carver Team Lead
- 5. Exercise** by Malcolm Davis & Stephen Coulston **Perkins & Will** Planning Team
  - Topic 1 **KEEP**
  - Topic 2 **TOSS**
  - Topic 3 **CREATE**
- 6. Q&A** by Carre Adams **Parks & Recreation** Carver Team Lead
- 7. Wrap up** by Gregory Montes **Parks & Recreation** Project Manager

On the right side of the Zoom window, a grid of participants is visible. The names shown are: Judy, lukerk, Arrietta Allen, MontesG, Megan Eckard, Paul Ward, Juarez White, Terry Smith, Jeanette Hill, Larry, esparzal, and Ivonne Canez. At the bottom of the Zoom window, the control bar includes "Unmute", "Stop Video", "Participants" (16), "Chat", "Share Screen", "Record", "Reactions", and a red "Leave" button.