Dear Executive Board,

Since my last meeting with the Architect they have proposed a quick timeline to get things rolling. In the span of one week they have created a preliminary drawing of the new TwelvEighty site as well as some examples of the types of furniture we could have in the space.

In their timeline, they would like to meet this week to select the furniture options that typically take longer to order (~6 weeks) and have distributed some ideas of what this furniture could look like (no colour schemes, just the feel of it). As well as a first draft of the floor plan.

Floor Plan

To give some context on the floor plan, the far left are the stairs down from MUSC with the main entrance to TwelvEighty being out of the picture. The first corridor on the right is the current unused one. The architect proposed adding signage/a moveable wall to make the signage more prominent.

Once you walk into the café you'll see a ‘feature wall’ (ie fake pretty looking wall) on the left with a electric fireplace (or something similar) on the right. The far right wall would be covered with wood/brick with some booths on the far end and seating along the far right wall. The furniture is designed to be movable so that you can reconfigure the booths for 2/4/6 people (they are not fixed).

If you walk upwards they propose to rip out the existing drink rail and replace with a table almost like the one in MUSC that faces the wall in the corridor between Starbucks and Compass.

Those are the major features of the preliminary drawing.
They’ll be sending some lighting samples today as well.

My Thoughts

I’ll be talking to the design focus group tomorrow and today regarding this and our food & beverage manager Rick will also look into sourcing some furniture. I’m not overly satisfied with the furniture they proposed and will be asking them to think a bit more creatively – although the design right now I’m quite pleased with (we took them through a 2-hour walkthrough of TwelvEighty).

What we need to decide (via strawpoll) in today’s meeting so I can make timely, educated decisions and send expected quotes through in time to EB:

- basic design and layout (are we okay with this preliminary layout?)
- furniture selections, quantities and cost (what range are we looking at/ % of the budget do we want to dedicate to furniture – I will bring some quotes to the meeting/distribute them later today for perspective)
- light fixtures and screen/partition design (I will send out sample pictures when he sends them today)

Sincerely,

[Signature]

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