

WILLIAM MACLAY ARCHITECTS & PLANNERS

4509 MAIN STREET, WAITSFIELD, VT 05673

PROJECT PURPOSE:

Design Action Reports #1	
PROJECT:	Yestermorrow Design School
MEETING DATE:	03.11.07
ATTENDEES:	Bob Ferris, Steven Butler, Dan Eckstein, Kinney Perot, Linda Lloyd, Mac Rood, Bill Maclay, Keith Morris, Robin Morris, Jeff Schoellkopf
MEETING PURPOSE:	Steering Committee Plan
DESIGN PHASE:	
Meetings shall take place weekly, as scheduled	

Schedule	
Date	Project milestone
04.14/15.07	Charrette (9-1)
05.19/20.07	Charrette (9-1)
06.01.07	Presentation (4:30-5:30)
07.01.07	Documentation complete
Every Thursday	Steering committee meetings, 5-6:30 PM, unless cancelled

A. Process		
Item #	Issue/Date/Action	Responsibility/ Due Date
A1	Conway School schedule: (03.11.07) CS begins April 7 and will end July 1, so YS needs to coordinate schedule with Conway School. More detailed schedule to be developed at first Conway meeting on April 17.	CS, YS, SC 5/1/07
A2	Steering Committee role: (03.11.07) Steering Committee will guide the process to encourage the maximum participation by Yestermorrow Community and to provide direction for the Conway School work.	COMPLETE

B. Background Information		
Item #	Issue/Date/Action	Responsibility/ Due Date
B1	Past plans/zoning map: (03.15.07) Past property zoning plans reviewed; clarified that this process will be the school zone only for master planning. Conway School will do site analysis of entire property. Bill Maclay to forward PDF files to YS to put on website and to Conway School.	BM – 4/1/07

C. Design/Programming		
Item #	Issue/Date/Action	Responsibility/ Due Date
C1	Programming: (03.11.07) The overall building program was discussed. Bill Maclay to update and distribute.	BM – 3/15/07
C2	Charrette agendas: (03.11.07) The first Charrette will review the school strategic plan, the program, past plans, vision, and then begin generating initial ideas for the master plan. The second master plan will refine the ideas from the first Charrette. Detailed agenda to be provided with Conway School.	CS, YS, SC 4/20/07

C3	Final presentation: (03.11.07) The final presentation will be close to the final master plan. Input is encouraged all along to meet this date. Conway School to assist in developing.	CS, YS, SC 4/20/07
C4	Master plan Deliverables: (03.11.07) Final master plan will be a site plan concept for where buildings will be located, green space concepts, and planting concepts. Building design will be a later process after master plan. Master plan may have recommendations on process and will provide direction for landscaping and general school zone planning. There will be overall site analysis and site recommendations. Written summary will be by Yestermorrow School and not provided by Conway School. Deliverables to be refined with Conway in April.	CD, YS, SC 5/1/07

This is the official record of items discussed and agreements made. Recipients are requested to review and as soon as possible, notify the undersigned of any errors or disagreements.

★ Constitutes a red-flag high priority item

By: Minutes Author
CC: Attendees, Team

BM – Bill Maclay; YS – Yestermorrow School; CS – Conway School; SC – Steering Committee;