

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use <u>underline</u> to highlight)
<b>Signage guidelines update</b>	Mickey Yeager		<p>Reviewed concepts/language for the signage guidelines from the provided example.</p> <p>The committee agrees that reformatting the existing signage guidelines to incorporate definitions, pictures, and general formatting for ease of understanding and reading of the document.</p> <p>The question was posed if the signage committee wanted to add another color to the interior signage. It was discussed and the committee decided to keep the buildings as consistent and congruent as possible and to stay with the same colors throughout.</p>	<u>Discussion</u> Decision Advocacy Information Document
<b>Additions to guidelines</b>			<p>Items from the sample that we can incorporate into CCC signage guidelines including key points, questions, and take aways are (not in order):</p> <ul style="list-style-type: none"> <li>• Intro with indexed items</li> <li>• Updated brand information in appendix</li> <li>• Moving towards universal symbols</li> <li>• Adding regulatory information where needed (City of Oregon City rules, guidelines)</li> <li>• Adding components of the way finding signage</li> <li>• Map of signage – exterior?</li> <li>• Adding exterior building specs and sizing</li> <li>• Adding a section in “procedures” for FWO’s and change orders</li> <li>• Expanded section needed for digital graphics</li> </ul>	<u>Discussion</u> Decision Advocacy Information Document
<b>General guideline discussions</b>			<p>Building entry door graphics (pg. 33) and the need to keep glass doors clear for safety reasons</p> <p>Adhesives (pg. 38) discussion about the appropriate adhesives for different surfaces and the use of “magic signs” and easily removable materials.</p> <p>Donor signage standards (pg. 44)</p> <p>Temporary signage (pg. 48) including:</p> <ul style="list-style-type: none"> <li>• Standard banners</li> </ul>	<u>Discussion</u> Decision Advocacy Information Document

			<ul style="list-style-type: none"> <li>• A-frames</li> <li>• Flagpole banners</li> </ul> <p>Temporary Event signage:</p> <ul style="list-style-type: none"> <li>• New way finding signage will have a dedicated space for “slide-in” informational signage (graduation, skills fair, etc.)</li> <li>• Duration/limited timeframe for temporary signage of postings (pg. 52, #3)</li> </ul> <p>Need for CRM Branding information</p>	
<b>Questions/Comments</b>			<p>Should there be static locations for posting temporary signage or should the signage move for each event and would there be exceptions?</p> <p>Will specific signage be lighted? No the signage is made out of a reflective material.</p> <p>How does ASG signage guidelines fit into this and should it be added or referenced anywhere?</p>	
<b>Action Items</b>			<p>Jennifer will forward the information gathered from the last meeting on temporary signage.</p> <p>Jennifer will provide a map with requested temporary signage locations.</p> <p>Mickey will send out the example signage guidelines.</p> <p>Mickey to order a sample “magic signs”.</p>	
<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	
			<b>Lewelling Building</b>	<b>LW101</b>
<b>Invited</b>				
Mickey Yeager, Bob Cochran, Deby McDowell, Jennifer Jett, Kerrie Hughes, Kevin Anspach, Kyle Thomas, Laura Smith (recorder), Lori Hall, ASG Representative				