To: The Quelab Board Of Directors

From: The Space Cadets Committee

Date: 06/07/2016

Re: Formal Proposal for the Designated Use of the Annex Office Space

The following recommendations have been agreed upon by the members of the Space Cadets Committee and are being proposed for formal implementation by the Quelab Board of Directors.

1. We propose that the Annex Office Space located in the Northwest corner of the Annex be designated formally as the Quelab education center.

2. We propose that the Quelab education center contain the Quelab library and tubs for education materials used in various activities at Quelab.

3. We propose that the Quelab education center allow for the installation of workstations for the purpose of education and general shared use computing.

4. We propose that one general shared use computer remain in the current library location.

5. We propose these proposals be accepted and implemented by June 30th, 2016 to allow for the formal designation of the Annex office space as the Quelab education center with the proposed uses by July 1st, 2016.

Submitted by

The Space Cadets Committee

Footnotes:

\* The original mission of the task force was to look at options for expanding, or relocating Quelab. The mission then refined to focus on the feasibility of renting the Annex and looking at how the space would be utilized to make recommendations on ideal utilization configurations which would benefit Quelab.