



Summarized Minutes: Hearing Rooms and Conference Rooms

11 September 2013

Location	Start	End	Prepared By	Company
318 Capitol St. Paul, MN	8:30 a.m.	12:00 pm	Michael Bjornberg	HGA

Attendees					
A	Wayne Waslaski, RECS	A	Brian Pease, MHS	A	Paul Boucher, JED
A	Lyndon Carlson, House	A	David Hart, MOCA	A	Rik Myhre, JED
A	Mike Charboneau, House	A	Scott Miron, MN.IT/PMD	A	David Slovikoski, JED
A	Don Crosby, House	A	Jim Aleckson, PMD	A	Jayne Vandenburg, SCA
A	Barry LaGrave, House TV	A	Brandon Ballard, StarTribune	A	Tim Velazco, SCA
A	Doug LaPitz, House TV	A	Susan Jones, CPMI	A	Michael Bjornberg, HGA
A	Al Mathiowetz, House	A	Bryan Lundquist, Gephart Electric	A	Tao Ham, HGA
A	Gail Romanowski, House	A	Vic Thorstenson, Senate	A	Jeff Lee, HGA
A	Jim Greenwalt, Senate	A	Chris Stang, Senate Counsel	A	Kimberly Monson, HGA
A	Sven Lindquist, Senate	A	Philip Mednick, Senate Media	A	Jason Loots, Gephart Electric
		A	Rob Krueger, Gephart Electric		

A – Full Attendance P – Partial Attendance Blank – Did Not Attend

These minutes will be held as part of the permanent records for this project unless amended in writing within seven (7) days. (Item number designations are “item” – “meeting origination number”).

Item No.	Discussion Item	Resp.	Target Date
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- 001-001 The design team made a power point presentation regarding Design Development ideas for Hearing Rooms and Conference Rooms. The following comments were made:
- A. The Hearing Room survey that the design team received was conducted only by the Senate. The House and other tenants did not provide input. Consider doing an on-line survey to other users. Consider asking about existing House Hearing Rooms to learn what works or does not. Consider Hearing Room use by other organizations such as "Gov. Relations Council" to get public opinion.
 - B. General Comments on Hearing Rooms
 1. Need to be flexible for testimony vs. committee conferencing. Size of committees always changing (House Ways and Means Committee = 34 members). For joint sessions, have legislators sit on both sides of table. Prefer low-back dais chairs to avoid obstructing views further.
 2. Most critical interface is between legislators. Spectator views are of secondary importance.
 3. Don't like two tiers of legislators or raised areas.
 4. Allow adequate space behind dais for staff and members to move around.
 5. Okay to have spectators behind committee members, as long as there is adequate distance between members and spectators.
 6. Some Committee Chairs like staff at dais, some prefer just members at dais w/ staff behind. Most allow staff at dais.
 7. Be sure new dais seating is ergonomic as well as period appropriate.
 8. Senator Rest "hates" chartreuse green color shown in sample carpet.
 9. Consider posting alternative layouts to get feedback from other legislators/staff.

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	<ol style="list-style-type: none"> 10. All hearings are recorded via microphones. Must test and determine best microphone/sound system. 11. Typically three in-house TV cameras mounted in each room /four in G15. Can have up to ten press tripods in one room during hearings. (Press presence is expanding every year.) 12. The lighting norm should be TV level (currently 125 fc / 3200 degrees), however, this requirement will depend on quality of cameras. Members do not want bright TV lights pointed at them. Also need control of natural light for TV recording. 13. Prefer simple lighting controls (not too many presets). Soft lighting is preferred. 14. Best to have screens or monitors in room for PowerPoint presentations. Spread sheets are posted on-line with agenda and hard copies provided at meeting, since spread sheets are difficult to read on any typical size screen. Consider use of I-pads at dais for legislators. (No built-in screens per Barry LaGrave) 15. Cell phones currently interfere with the audio. This problem needs to be solved. 16. Provide consistent control box for presentations operated from Testimony Tables (built-in or box on table). Maybe controls in multiple locations. Someone in the room should be designated to control the systems, this is an operational decision that the Senate and House will have to make. 17. Sound system is separate from presentation system. However, if someone presents something with sound, it would be nice to amplify that sound. 18. Currently the Press can plug in to get state audio. The Press want ability to transmit live signal directly back to trucks. Press do live stand-up in rotunda or outside chambers or Governor's Office - then feeds go into multi-box - then to office or to truck. Will need further discussion with Press. 19. Senate and House media want to be able to do live stand-ups in other locations and feed to legislative media rooms. 		
002-001	Room G15 – The Round Hearing Room		
	A. Space		
	<ol style="list-style-type: none"> 1. Flexibility! Need to be able to adapt for the next 100 years. 2. Legislators like speaking in this room due to its "grandeur", however, it is difficult to film in here. 3. Press conferences done here because of the aesthetics of the space. It has more grandeur than other spaces. 4. Rooms get booked and getting things re-configured in time for the meeting can be problematic. 5. The size of G15 is larger, which is why press conferences are held there. Capacity allows it to be a "press event" versus a press conference. 6. When room is used for Tax Conference Committee, rectangular tables are brought in to the center and rewiring is needed. This is a lot of work. Strong tradition for using this space for the tax committee, so it will likely continue to serve this function. The Senate majority, minority; house majority and minority all sit co-mingled for these meetings. 7. Many groups like to use this room, primarily due to number of spectator seating. Currently has room for about 100 spectators. 8. The room is good from an access and flow standpoint. The four doors allow for easy in and out. Members can easily get out to restroom, etc. without having to go through the public/spectator area. Vestibules and ramps would limit the flow. Layout with ramps and vestibules not well received. 9. Finishes may need to be refreshed, but not radically different. 10. Adding a modesty panel to the existing table would be desired. Also consider adding a raised area to accommodate technology. Can reuse existing seating. 11. Desire space for about ten wheelchairs. 12. The large, reclining chairs can impede aisles. 		

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	13. Work surfaces at back of the room are the hottest seats in the house. The surface gives people an opportunity to spread out papers, etc. Would not be a popular decision to remove these.		
	14. Consider a raised floor in part of all of room, to facilitate changing technology.		
	15. Sometimes legislators sit on both sides of radius table. This configuration may require double microphones.		
	16.		
	B. Lighting		
	1. Consider low lighting above staff behind dais so as not to distract. Maybe lighter over spectators behind columns. Consider sconces that are ADA that don't inhibit movement behind dais.		
	2. General lighting scheme will not have major changes. Perimeter "corridor" lighting will be augmented with some wall washing lights. Sconce fixtures will be replaced with something that has a more historic appearance.		
	3. Staff and audience prefer the perimeter area to be a little darker. The darker perimeter area is not currently presenting a TV production problem.		
	C. Audio Visual		
	1. Audiovisual systems need to be completely updated.		
	2. Consider where to provide monitors for spectators. Make sure that all spectators can see, but minimize quantity of monitors.		
	3. 80% of presentations have some sort of digital visual aids. Want to be sure to accommodate.		
	4. Audio in G15 is "Achilles' heel of production". Testing and attempting to tune the system now would be ideal.		
	5. AV presentations in this room are difficult. Better for giving oral testimony only.		
	6. Running AV under the floor would be desirable. Floor in this area is likely marble. Maybe do raised floor only for "dais" area and leave public area space at marble floor level. This complicates access and flow throughout the room, though, due to ramps.		
	7. The only place to put TV News cameras is between the columns.		
	8. Four video cameras are needed in this room to cover the angles. A camera is currently mounted above / near each entry door.		
	9. Members need surface space as they often bring in paper, their own laptop, coffee, etc. Expressed preference to have digital displays distributed around room that both members and public can view. This helps focus everyone in the room into "one place." Multiple displays may be necessary for sight lines, but "private" displays not desired. Power outlets a higher priority. If members want to use a device, they will bring their own and be able to plug in and download information (WiFi or wire connection).		
	10. "Support materials" such as spreadsheets or tables are usually distributed as printed handouts and by email. The digital displays in the room are not usually used for showing this type of material. Digital displays are used for "Presentation" type materials such as PowerPoint presentations and graphics.		
	11. Microphones can't be delicate as they take a fair amount of abuse.		
	12. Flex neck microphones are often in the way. Both for TV production sight lines and for the members trying to use the work surface. Controls have been confusing – members can't tell if they're on or off.		
	13. Members like to face the people in the room that they're addressing – that may mean they're facing away from their microphone.		
	14. Cell phones impact and interrupt the audio systems in these rooms.		
	D. Miscellaneous		
	1. Start thinking of the "iPhone" technology age, instead of working around outdated technology. Planning for the next 100 years.		

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003-001	"T-Shaped" Hearing Rooms		
	A. Space		
	<ol style="list-style-type: none"> 1. Best to have flexible tables/dais. Consider design reference to historic details. 2. Space behind members is very limited in these spaces currently. This needs to be accommodated. Members need to be able to get up and move around. 3. Members sit on both sides of U-shaped "dais" tables. This has been a necessity for a long period of time, almost becoming a tradition. Legislators like to be across from each other to have conversational dialog. Swivel chairs have helped in some areas when there is a second row. 4. Maybe have a variety of table layouts – different committees may have different preferences. 5. High-profile conference committees. House and Senate on separate sides, co-chairs in middle. 6. Members would like to have direct access to an exit. Crossing through the public isn't desirable. 7. Membership size of committees varies. Committee sizes have been growing over the last few years. It depends on the Committee where staff will sit. Some committee chairs prefer to have the staff at the table with the members, others prefer them to sit at separate tables or in the "audience." 8. Committee rooms are focused on committee members working and discussing. Audience/Public is there to observe. Testimony is not usually taken during committee meetings. 9. Table for members so they can have a conversation. Intimacy with members and inclusion of testimony table. 10. Existing Committee Room tables are too big. The members are far apart and the outer part of the table is wasted space due to placement of microphones. 11. High-back chairs are problematic for video coverage. 12. Having members sit around one table limits makes camera coverage more difficult. 13. The raised floor presents problems for room flexibility and traffic flow. However, it would help integrate technology. 14. Furniture will be re-used where possible. May need to be refurbished for functionality and comfort. May also need to supplement with new. Adjustable furniture is desired. Height, swivel, etc. 15. Carpet on slide 24 – Senator Rest does not like the color proposed. Period appropriate patterns and colors are ok, but select something that is also more appealing to modern color schemes. 		
	B. Lighting		
	<ol style="list-style-type: none"> 1. A general light level and color temperature will be needed in the committee rooms. The precise numbers needed will depend on the video cameras selected. "point source" / focused lights are not necessary for these rooms. 2. Simple settings. Complex control systems installed previously broke and the companies were not around to fix them or supply new components. A junior staff member usually sets up the room. Need to have a simple, self-explanatory control. 3. Soft lighting. 		
	C. Audio Visual		
	<ol style="list-style-type: none"> 1. Like AV Room at rear of Hearing Room. 2. Consider remote testimony such as Skype or teleconference. 3. Need space for Press TV and Media to bring in cameras. 		
	D. Miscellaneous		
	<ol style="list-style-type: none"> 1. The demo of vault walls is expensive and may not have a big impact on the space. 		

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004-001	2. Beware of ADA maneuverability at the vestibule. 3. More capacity is a priority over pretty much any other consideration. Corner Conference Rooms 1. Need door between conference and support space/stair. 2. Need to be able to get around table. Should be adequate space for someone with a wheelchair to get to any location at the table. 3. Provide only small counter with sink in support area, for coffee prep. Consider printer/copier/recycling in these support areas. 4. These rooms are used for small committee meetings, which must be recorded. Portable microphones are needed for recording. Microphones "hidden" in ceilings are not acceptable. Microphones and their controls need to be obvious. Small rooms don't need amplification. 5. Consider a corner cabinet for TV and other storage. 6. Conference call equipment and printer needed. 7. Provide space for one set of current Statutes. 8. Consider some rooms with whiteboard permanently installed, or use of portable white boards. 9. Ability to do digital presentations is desired. Would also be desirable to monitor chambers or watch cable/satellite. 10. A Picture Rail is a desirable solution to nail holes in the walls, but can be hard to enforce. Again, display items curated by the historical society rather than member's personal choices.		

cc: E-mailed to the following:

Susan Jones, CPMI	Jim Rinner, JE Dunn	David Hart, MOCA
Paul Oberhaus, CPMI	Rik Myhre, JE Dunn	Paul Brown, MOCA
Wayne Waslaski, RECS	Jeff Callinan, JE Dunn	Joe Stahlmann, MOCA
Gordon Christofferson, RECS	David Slovikoski, JE Dunn	Michael Bjornberg, HGA
Bob Loversidge, SCA	Melinda Shah, SCA	Kimberly Monson, HGA

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