



Summarized Minutes: House Caucus Rooms

12 September 2013

Location	Start	End	Prepared By	Company
318 Capitol St. Paul, MN	10 a.m.	12 p.m.	Michael Bjornberg	HGA

Attendees					
A	Mike Charboneau, House	A	Travis Reese, Sergeant at Arms	A	Tim Velazco, SCA
A	Don Crosby, House	A	David Hart, MOCA	A	Michael Bjornberg, HGA
A	Jessica Nyman, DFL House Caucus				

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
001-001	This initial meeting regarding the House Caucus rooms was mostly an information gathering session to inform the design of the House Caucus rooms. Below are comments that were fielded during the meeting. The Design Team will respond by incorporating comments into a revised design scheme.		
002-001	Room should have audience style seating focused on a table for the Speaker. There may be a few small tables, but mostly open seating. Sight lines are an important consideration. Lounge style seating is probably not desired.		
003-001	Currently there are 73 majority members and 61 minority members. The largest record majority size was 87 members, which occurred in 2009-2010.		
004-001	Caucuses typically need to accommodate Members and 10-15 Staff, which results in 90 to 110 seated in the Caucus Room.		
005-001	Democrats should be on side of room below their chamber and Republicans likewise.		
006-001	Ease of access in and out of the space, and around aisles is an important consideration.		
007-001	A copier would be an excellent addition to the space, perhaps in the area where the kitchenette was shown.		
008-001	Audio Visual: <ul style="list-style-type: none"> • Voice amplification system should not be provided. • Only sound/speakers required would be for connection with A/V for power point presentations, and so on. • A/V for presentations is desired. • Sound isolation from adjacent corridor is critical. • Conference rooms should have teleconference ability, but perhaps not required in Caucus Room. 		
009-001	The kitchenette is not necessarily required, but a sink would be beneficial. Fridges are frequently brought in by members during session and placed along the House chamber. Having a refrigeration area may be beneficial. “No personal fridge policy” would be required to ensure effectiveness.		
010-001	Furniture <ul style="list-style-type: none"> • Comfortable low back seating is preferred. • Furniture in both caucus rooms should be equal, so that furniture is not desired to move with tenants as they move. 		

The State of Minnesota Real Estate and Construction Services (RECS)
02CB0015 Repairs, Restoration and Preservation to the Minnesota State Capitol Building
Design Development Progress Review : House Caucus Rooms
12 September 2013

Item No.	Discussion Item	Resp.	Target Date
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cc: E-mailed to the following:

Susan Jones, CPMI
Paul Oberhaus, CPMI
Wayne Waslaski, RECS
Gordon Christofferson, RECS
Bob Loversidge, SCA

Jim Rinner, JE Dunn
Rik Myhre, JE Dunn
Jeff Callinan, JE Dunn
David Slovikoski, JE Dunn
Melinda Shah, SCA

David Hart, MOCA
Paul Brown, MOCA
Joe Stahlmann, MOCA
Michael Bjornberg, HGA
Kimberly Monson, HGA

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