



**Summarized Minutes: Press Room**

**12 September 2013**

Location	Start	End	Prepared By	Company
318 Capitol St. Paul, MN	9:30 a.m.	10 a.m.	Michael Bjornberg	HGA

Attendees					
A	Lyndon Carlson, House	A	Brian Pease, MHS	A	Chris Runquist, Senate
A	Barry LaGrave, House TU	A	Mary Lahammer, TPT	A	Philip Mednick, Senate Media
A	Doug LaPitz, House TU	A	Scott Trotman, TPT	A	Tim Pugmire, MPR
A	Andy Pomroy, House	A	Michael McIntee, The Uptake	A	Dan Barnes, StarTribune
A	Gail Romanowski, House	A	Bill Kruskop, WCCO	A	Susan Jones, CPMI
A	David Surdez, House	A	Steve Perry, PIM/Capitol Report	A	Rik Myhre, JED
A	Amos Briggs, Senate	A	Mike Bulger, Pioneer Press	A	David Slovikoski, JED
A	Ann Rest, Senate	A	Peter Bartz Gallagher, Politics in MN	A	Jane Vandenburg, SCA
A	Sven Lindquist, Senate	A	Chris Mectvedt, KSTP	A	Kimberly Monson, HGA

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	An initial discussion was held to gather information about the State Capitol Press Room. The comments below were provided to the Design Team, who will respond by incorporating the comments into a revised design for the Press Room.		
002-001	Current Press Room doubles as Conference Committee Room where they can meet at a table at the back. This is due to space shortage. If the room can be slightly larger, it would be better for high profile issues. Would like to discourage use of G15 for Press Conferences. Columns are problematic for cameras.		
003-001	This room will not be a “Senate Room” or a “House Room.” It will be shared. A method for managing this shared function is yet to be determined.		
004-001	Provide moveable adjustable height podium and depth behind. Sometimes there are 20-30 legislators standing behind		
005-001	The backdrop should be simple and not busy. Would like to have a consistent symbol. The image of the Capitol Building works well because it gives a sense of place. Some other groups may use this room and will want to hang banner. It would be ideal to create a hanging system that would accommodate hanging temporary banners without damaging the permanent backdrop.		
006-001	Some press conferences use PowerPoint presentations or easels. A TV monitor could be considered although filming of TV monitors is difficult. If TV monitor is used, House and Senate Media will need direct feed.		
007-001	Important to have good viewing angles for cameras. Anticipate up to 10 cameras on tripods. Consider raised platforms at rear for cameras. Perhaps no raised platform at front.		
008-001	House and Senate Media could share two robotic cameras so they can be sure all press conferences are covered. If robotic cameras are not operated by in-house media staff, the Press Corps would like to have the cameras set to a static “standard” position so they can still use the feed.		

The State of Minnesota Real Estate and Construction Services (RECS)  
**02CB0015 Repairs, Restoration and Preservation to the Minnesota State Capitol Building**  
 Development Team Meeting #1  
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009-001	Provide soft lighting, but for camera use. Provide back lighting for depth. Lighting controls at rear or side of room.		
010-001	HVAC equipment needs to be located as far away from microphones as possible.		
011-001	Access into AV Room would be better directly off the Press Room.		
012-001	Provide wall backdrop somewhere nearby for impromptu filming when this Press Rm. is in use.		
013-001	The TV stations with office space in the Capitol would like input in the wall of the Press Room near their camera that carries signal back to their office - then to their home station.		
014-001	Some Press rely on Wi-Fi to send signal out. Maybe an antenna for a private network can be provided in Press area. Consider a hard-wire jack to transmit signals.		
015-001	Provide many power outlets around perimeter.		
016-001	There does not need to be speakers in the room for audio enforcement. In fact, these speakers could be problematic for recording. Microphones provide direct feed to media.		
017-001	Be sure cell phones work in basement area. Also, be sure there is adequate grounding and shielding to avoid interference with media signal.		
018-001	Need to have audience microphones, possibly hung from the ceiling, so all can hear press questions. Passing around portable microphones is not preferred.		
019-001	Existing chairs are acceptable.		
020-001	The concept of a Green Room was well received. <ul style="list-style-type: none"> <li>• Consider an area in here for one-on-one interviews at table or in soft seating.</li> <li>• Provide live feed monitor in Green Room so occupants can see what is happening in Press Room.</li> <li>• A counter with a small sink, a coat rack, and a mirror would all be good features.</li> </ul>		
021-001	Consider mounting monitors in an adjacent conference or public corridor so overflow crowds can see press conference. Do not use entry corridor for this due to potential noise.		
022-001	Office suite space allocations and layouts are still in development. These discussions will continue to be coordinated through Wayne Waslaski. <ul style="list-style-type: none"> <li>• Five TV offices can be the same size and in a row.</li> <li>• All offices need to be acoustically private.</li> <li>• One TV station produces a show from the House Gallery. They need additional storage space for equipment.</li> </ul>		

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
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