Power of Wind Action Teams – Meeting Minutes

Legislator Name (Last, First)                      State, District (eg: CA-52)

Legislative Staff Present                      Meeting Date & Time (eg: 6/21/16, 2:30pm)

Related Action Team Location            Duration of meeting

Type of Meeting: □ Senator □ Senate Staff □ House Rep □ House Staff □ Deliver Handout(s) only

<table>
<thead>
<tr>
<th>Meeting Attendees</th>
<th>Constituent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Lead:</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Note Taker:</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>

Notes including legislator concerns, comments and questions. Please write legibly.

What could we be doing more of in the district to make it easier for you to support wind energy?

Position: □ Supportive □ Neutral □ Opposed

Thank you assigned to:

Follow-up tasks:

Directions: After the meeting, the Meeting Leader and Note Taker review the notes. Scan or send a copy to your project lead/headquarters.
Power of Wind Action Teams – Meeting Minutes Instructions

1. Before each lobby meeting your team should pick a Note Taker who will take minutes during the meeting and will report them back to your project lead/headquarters.

2. During the meeting, take notes on a notepad or blank paper so you can quickly capture the flow of the conversation.

3. Directly after the meeting, debrief with your meeting team (or at least the Meeting Lead and Liaison if present) and discuss the important points of the meeting, adding anything you missed to the notes and highlighting key take-aways from the meeting.

4. Copy your notes onto the Meeting Minutes form provided. Consider bringing a firm surface to write on. Make sure to answer all the questions at the bottom. The Note Taker or Meeting Lead should give a copy to the project lead/headquarters within two days.

Important things to capture:

- What was the ask in this meeting?
- Concerns of the staffer/elected official with respect to the bill/project/policy.
- Questions the staffer/elected official had about the bill/project/policy.
- Recommendations the staffer/member had
- Points the staffer/elected official found interesting.
- What could we be doing more of in the district to make it easier for them to support wind energy?
- Separate (in parentheses or brackets), your sense of the staffer. Were they engaged? Were they interested? Were they hostile? Did they want to be anywhere but in that meeting? What was their body language? Discuss this with others after the meeting as well to make sure your impressions match.
- Action items for the member/staffer
- Action items for your group, including who is responsible for each action item.

Thank you for your work in taking good minutes. It is very very appreciated.