

# Kickoff ILSFA Advisory Committee Meeting Agenda

## Introductions (20 mins) – [Moderator]

- Group introductions:
  - Name, who they represent, what areas they want to focus on

## Meeting Structure and Procedures (5 mins) [speaker]

- Review committee purpose and goals
- Topics discussed at the meetings are meant to spur discussion to explore ideas to advise the Agency on updates to the ILSFA program, with hopes of increasing program participation.
- Format and Logistics
- Ground rules
- Share Agenda

## A Brief Overview of Illinois Solar for All (25 mins) – [speaker]

- Poll: Would you be interested in participating in a deep dive education session outside of a regular Committee meeting to learn more about ILSFA programming?
- Poll: What topics are you most interested in learning more about?
- Poll: What is your preferred format to participate in educational sessions?

## Committee Housekeeping (5 mins) – [Moderator]

- Discuss subcommittees
  - Poll: Which subcommittee topic area do you have experience to provide meaningful participation?
- Next meeting
  - Drafted meeting agenda topics
  - Next full committee meeting set for late February 2023
  - Discuss first subcommittee meeting agenda? (First on the calendar is Residential subcommittee)

## Closing (5 mins) – [Speaker]

- What's next
  - Recording/transcript, steps
- Next meetings – present proposed meeting calendar

## 1/30/23 Illinois Solar for All Advisory Committee

<b>Meeting Processes</b>	
<b>Preparing the Information</b>	Elevate to create slides including outline <i>Dry Run</i>
<b>Presenters</b>	Elevate (need to confirm primary presenters) IPA (need to confirm primary representative/presenter)
<b>Technology</b>	Use of Teams meeting
<b>Agenda</b>	Elevate prepared draft agenda for IPA review
<b>Meeting Goals/Process</b>	<ul style="list-style-type: none"> <li>○ Introduce topics (including background and guided discussion) that let IPA and program administrator hear market feedback. The IPA and the Elevate team will use the discussions to propose programmatic updates.</li> <li>○ The agenda has previously been shared with attendees and is available on the ILSFA website.</li> <li>○ Elevate team will share slides and moderate discussion.</li> </ul>
<b>Ground Rules</b>	<ul style="list-style-type: none"> <li>○ Guests should use the “raise hand” reaction to indicate interest to speak.</li> <li>○ Guests should remain muted until they are called on by the moderator</li> <li>○ The moderator will keep conversation focused on the presented topic and will keep track of other topics brought up</li> <li>○ All participants should respect the feedback of their fellow committee members</li> </ul>
<b>Elevate Staffing</b>	Elevate will have main presenter(s); we will also have someone assigned administratively to present slides and keep an eye on raised hands, questions in chat, etc. Following the meeting, an Elevate staff will post the video recording and transcript of the meeting on the ILSFA website
<b>Administrative/Housekeeping</b>	<ul style="list-style-type: none"> <li>○ Elevate representative will submit the video and transcript of the meeting</li> <li>○ The Committee, IPA, and Program Administrator will decide on dedicating members to different subcommittees. This may take shape in email correspondence and virtual forms to serve in interest/experience areas.</li> <li>○ Next meeting tentatively set for February 2023</li> <li>○ Any other announcements from IPA or the program administrator?</li> </ul>