Citizens' Climate Lobby – Congressional Meeting Minutes

Legislator Name (Last, First) **State, District (*eg: TX-11*)**

Legislative Staff Present **Meeting Date & Time (*eg: 6/11/19, 3:00pm*)**

Related CCL Chapter (*closest to Legislator's district. CA Headquarters if unknown.)* **Duration of meeting** **Meeting ID# (eg 14750)**

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

CCL Members in Meeting		Constituent		
Meeting Lead:		☐		☐
Note Taker:		☐		☐
Time Monitor:		☐		☐

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 the Energy Innovation Act?

Estimated percentage of time Member of Congress/staff spoke (vs. CCL):

Number of open-ended questions CCL team asked: **Were endorsements/constituent letters delivered? Y / N**

Energy Innovation Act: ☐ **A** ☐ **B** ☐ **C** ☐ **D** ☐ **E** **Climate Position:** ☐ **A** ☐ **B** ☐ **C** ☐ **D** ***Leave Blank if Unknown***

Thank you assigned to: ______________________

Follow-up tasks: ______________________

<u>Directions</u>: After the meeting, the Meeting Leader and Note Taker review the notes.
Note Taker submits notes online at www.citizensclimatelobby.org/minutes **within 24 hours.**

Citizens' Climate Lobby – Congressional Meeting Minutes

1. Before each lobby meeting your team should pick a Note Taker who will take minutes during the meeting and will upload them to our database at www.citizensclimatelobby.org/minutes within the day.
Team Leader: please make a separate saved note of the Note Taker's full name in case we need to locate unsubmitted minutes.
2. Before the meeting fill out the top section of the Meeting Minutes form. **Be sure to record the Meeting ID# – you can get it from your lobby schedule**. It is a 5-digit number in a black box in the top right corner of the schedule for each meeting.
3. During the meeting, take notes on your notepad, laptop (with permission) or blank paper to capture the flow of the discussion.
4. 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.
5. **Within 24 hours, go to www.citizensclimatelobby.org/minutes** and submit the Meeting Minutes to our database**. Everyone scheduled in the meeting will be emailed a copy of the minutes**. If you don't receive the email check your spam folder.

These Meeting Minutes are important documents that let us build momentum. Your attention to detail and your follow-through in submitting them will help future lobby teams be successful. Thank you!

Energy Innovation Act Position:
A: Not vote for it.
B: May or may not vote for it.
C: Would vote for it.
D: Likely to cosponsor.
E: Is already a cosponsor.
Unknown: Did not ask or it was not clear.

Climate Position:
A: Denies climate is changing
B: Climate is changing but no human contribution
C: Climate is changing and humans contribute
D: Climate is changing, humans contribute, and Congress should do something about it.
Unknown: Did not ask or it was not clear.

Important things to capture:

- What was the **(supporting) ask** in this meeting? What was their response?
- **Concerns** of the staffer/Member of Congress (MOC) with respect to our policy.
- **Questions** the staffer/MOC had about our policy.
- **Percentage** of time Staff/MOC spoke (vs. CCL) Goal of 50/50. **Number** of open-ended questions CCL asked.
- **Recommendations** the staffer/MOC had about our policy or strategy
- Points about our strategy or policy the staffer/MOC **found interesting.**
- What could we be doing more of in the district to make it easier for them to support the Energy Innovation Act?
- 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 MOC/staffer.
- **Action items** for your group, including who is responsible for each action item.

Tips for Effective Note-Taking

- While useful to capture what CCLers were saying for context of the discussion, if it is a choice between writing down what a CCLer said and what a staffer said, **always pick the staffer!**
- After the conversation, go over your notes, fill in blanks from short-term memory, and clean up any mistakes.
- As soon as you are back at a computer, type up your notes, and submit them using CCL's online form. You'll remember things you didn't write down, and you'll still be able to remember what your quick notes mean.
- Use complete sentences.
- Define abbreviations if they are not common ones used by CCL (e.g. MOC (member of Congress), etc., do not need to be defined).
- These notes are our permanent record of this meeting. Please avoid being too casual, overly critical or negative language.

Note: Don't include criticisms in the meeting notes. Handle separately with your regional coordinator or group leader.

Thank you for your work in taking good minutes. It is very very appreciated by CCL staff and volunteers.