Tool 2.3: Sample Agenda for Stakeholder Kick-Off Meeting

Use this 90-minute agenda as a starting point for kick-off meetings with stakeholders. While it is somewhat general, it is purposely focused on outcomes to keep stakeholders focused on discrete objectives. It can be tailored for specific audiences, scope of discussion (e.g. whole CESP or specific aspect), and to articulate more specific or additional purposes/outcomes (e.g. establish the Energy Assessment Task Force). Notes for the reader only are in red.

[ENTITY]’S COMMUNITY ENERGY STRATEGIC PLAN:
STAKEHOLDER KICK-OFF MEEETING

Purpose & Anticipated Outcomes

* Explain the purpose of the Community Energy Strategic Plan (CESP) and its development process.
* Gather input for initial steps, including feedback for the energy vision.
* Identify potential roles for stakeholders, including areas and participants for working groups.

Agenda

1. **Introductions and Welcome (15 minutes)**

Thank the attendees for coming and make introductions. Encourage attendees to explain their goals in attending the meeting.

1. **Benefits of a Community Energy Strategic Plan (15 minutes)**

Discuss as a group the value of the CESP effort to those in the room and the broader constituency.

1. **Turning Ideas into Local Action and Results (10 minutes)**

Briefly describe how the CESP approach will lead to actionable results.

1. **Visioning Exercise (20 minutes)**

Engage participants to discuss what they care about and what they want their energy future to be.

1. **Initial Steps and Volunteers (20 minutes)**
	* Describe initial planning steps and what is required to complete them, including: energy assessment, development of goals andstrategies, identification and ranking for actions, financing research, and community outreach.
	* Ask participants if they and their organizations would be interested in joining working groups to provide technical input and analysis, recommendations for CESP goals/strategies/actions, community outreach, etc.
2. **Wrap Up and Next Meeting Preview (10 minutes)**

Review any post-meeting to-dos. Set a date for the next meeting, providing a preview of what they can expect to discuss. Thank everyone for their participation.