



Illinois Department of Commerce & Economic Opportunity

Energy Workforce Advisory Committee Meeting, April 29, 2025 10am – 1145am Agenda

- Welcome and Opening Remarks (Aaron) 2 minutes
- Introductions/Rollcall (Aaron) 15 minutes
 - Name and who representing (company, industry, etc.)
- Purpose and Goals of the Committee (Matt) 5 minutes
 - Review the mission, vision, scope, and goals.
 - Roles, Responsibilities, and Expectations
- Opens Meeting Act (DCEO Legal) 5 minutes
- **(Action Item)** By-Laws (see statute and By-laws sample) (DCEO Legal) 13 minutes
 - Discuss and Vote
- **(Action Item)** Leadership positions per approved By-laws (Aaron) 10 minutes
 - Discuss
 - Nominations/Elections
- Meeting Logistics & Policies (DCEO Staff) 20 minutes
 - Formal (OMA, Statutes and By-laws);
 - Informal;
 - **(Action Item)** Decide on meeting schedule (frequency, format, duration): (Aaron)
 - Per statute (once a quarter minimum)
 - In-person, Virtual, Hybrid
 - Per OMA must post rest of 2025 ASAP; can be changed.
 - Policies and Collaboration Guidelines (Aaron/Legal) 5 minutes
 - Establish principles for decision-making, voting, and conflict resolution.
 - Outline expectations for member participation.
- Opportunity for questions, comments, or suggestions (ALL) 15 minutes
- Comments from Audience/Non-Board Members (TBD)
- Other Topics (if there is time or for future meetings): (Aaron/Chair) time allows
 - Initial Objectives
 - Identify immediate priorities or pressing matters.
 - Brainstorm potential projects or tasks.
 - Develop a draft timeline or work plan.
 - Assign tasks or form subcommittees as needed.
- Wrap-Up/Next Steps/Closing Remarks (DCEO/Chair) 5 minutes.
 - Setting agenda for next meeting
 - Summarize key decisions and actions
 - Confirm next meeting date and time
- Adjournment (DCEO/Chair)