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# Memo

**Date: 2/6/24**

**To: ETAC**

**From: Carla Vita, Director Energy Transition**

## RE: Next Meeting – Date, Time

### Background

State Statute 116J.5492 (ETAC, meetings) indicates the following :

8. Meetings. The advisory committee must meet quarterly and submit an updated energy transition plan annually to the governor and the legislature. Once submitted, the committee shall develop a regular meeting schedule as needed. The chair may call additional meetings as necessary.

As the plan is submitted, determining a cadence for meetings is important. Shall the cadence be more often than quarterly during the legislative session?

Please bring your calendars and be prepared to discuss meeting cadence.

### Action Requested

Next meeting date and time determination.