WECC

Member Advisory Committee
MAC Communication
Month DD, YYYY

MAC Communication Guidelines <mark>(to be deleted before dissemination)</mark>

For each MAC meeting, the MAC rotates an assignment among its members to take notes. This document forms the basis of communications from the MAC members representing a class and the Member Representatives in that class.

The intent of these notes is to provide value to the MAC members without overly burdening the individual MAC member with the assignment to create the notes. As such, the assigned MAC member ~~preparing the notes should not feel obligated to take detailed notes of everything said, but~~ should ~~rather~~ focus on bullet points that capture the main points of the discussion. The notes should also highlight any upcoming meetings or comment periods that might be of interest to the members. ~~When summarizing discussions, do not list each speaker and their points but instead list the main points raised by the MAC members and indicate if there is consensus, majority/minority positions, or just a list of issues covered.~~

After the meeting, the process for distributing the notes is as follows:

- Send the document to the MAC Chair and Vice Chair
- ~~The Chair sends the draft to the full MAC to ask for any necessary clarifications~~
- After ~~receiving~~ making any necessary clarifications ~~or support~~, the chair sends a final version to the full MAC
- Communication will be posted on wecc.org, under the MAC page
- The MAC members from each class determine if additional communication is needed~~coordinate to determine how to use the notes to communicate~~ with the full class that they represent.

The MAC should periodically review whether creating these meeting notes for MAC class communications continues to provide value.

MAC Communication

The following communication, are notes from the Member Advisory Committee (MAC) meeting, held on <<Month, DD, YYYY>>.

Chair Remarks

~~Chair remarks were provided by, xxx,~~Key topics ~~covered/discussed~~ were:

- Item 1

- Item 2
- Item 3

Executive Remarks

Executive remarks were provided by xxx. Topics covered were:

- Item
- Item 2
- Item 3

Agenda Item

A presentation on xxx was provided. Main points were:

- Item 1
- Item 2
- Item 3

Agenda Item

A presentation on xxx was provided. Main points were:

- Item 1
- Item 2
- Item 3

Roundtable

MAC roundtable discussion(s)/update(s) included:

- Item 1
- Item 2

Public Comment

The following public comments were provided:

- Comment 1
- Comment 2

Liaison Reports

Reports were provided on the following:

Reliability Assessment Committee

Highlights from the Reliability Assessment Committee (RAC) report are:

<Public>

- Highlight 1
- Highlight 2

Reliability Risk Committee

Highlights from the Reliability Risk Committee (RRC) report are:

- Highlight 1
- Highlight 2