



As you start preparing for your outreach and lobby visits go the following link on the Neighborhood Preservation Coalition [website](#) for an overview and to familiarize yourself with all of the information that you will need. All of the documents referenced here can also be downloaded directly from our Advocacy webpage.

If you have any questions regarding the information or regarding the lobby visit please call Mark Streb at 418-432-6757 or send him an email at execdir@npcnys.org

1.) **Who to meet with** - to start we must identify what state legislators represent what Neighborhood Preservation Companies. For your convenience, the Neighborhood Preservation Coalition has created a list with this information, accessible here or on our website: [Senate and Assembly District List](#). This document contains a list of every Neighborhood Preservation Company and the NYS Senators and Assembly Members that represent them. It is important to keep in mind that every company is represented by at least one Senator and one Assembly Member, but in many cases, they are represented by numerous Senators and Assembly Members. Now we know who we need to reach out to.....

2.) **How to contact them** - now we must schedule the meeting. Now that we know who to contact, how do I find their contact information? The following two links contain information for each and every Senator and Assembly Member in the State:

[NYS Senators](#)

[NYS Assembly Members](#)

All of the Senators and Assembly Members emails and phone numbers are listed. Each Member will have an email address for the elected official and numerous offices and numerous phone numbers. Do I email or call to make my appointment? Each office works differently, but in all cases, each elected official has a staff person that handles scheduling that you will have to coordinate with. I prefer calling the District Office phone number and asking to speak with the Scheduler. Now we have their contact information.....

3.) **What to say when requesting the meeting** - it is critical that you identify who you are and the organization you request. All politics is local. An example could be, "Hello, my name is Joe Smith and I represent (name of your organization) and I would like to schedule a meeting with Senator/Assembly member to discuss our organization, the

Neighborhood Preservation Program and the Neighborhood Preservation Coalition”. At this point you can provide the staff person different dates and times that you have available or you can ask to meet at any time that is convenient for the legislator. When scheduling a meeting with a State Senator or an Assembly member it is important to be flexible. The idea time frame to schedule these meetings are between Monday March 1st and Friday March 5th. Keep the meeting to 30 minutes. More than likely, these meeting will be either conducted over the phone or with a video (zoom). Now we have the meeting.....

- 4.) **How to conduct the meeting** - be prepared and be specific. Keep the meeting attendees between 1 and 5 people. One person can work but having a few more works better. Designate a meeting captain who will manage the meeting. Ideally, prior to the meeting, have a pre-meeting with who will be attending the meeting from the organization. This way you can practice and all be on the same page. A draft agenda could be:
 - a.) Introductions – each person individually introduces themselves
 - b.) Highlight your organization and the Neighborhood Preservation Coalition (NPC) – provide materials on your organization and the NPC. For the NPC provide them with:
 - [About the NPC](#)
 - [Impact of Neighborhood Preservation Companies](#)
 - [NYS Senate District Community & Economic Health Statistics](#)
 - [NYS Assembly District Community & Economic Health Statistics](#)
 - c.) Make the ask – provide the [2022 NPCNYS Legislative Advocacy Agenda](#)
 - d.) Provide a specific example on how the organization has benefited the community with personal stories – this could be a client of the organization or a staff person
 - e.) Ask if they have questions or would like additional information
 - f.) Thank them and end the meeting