MWTP SC
Agenda November 17th, 2022

1. Introductions and agenda 9/6 (All 5 min)
    a. Topics?
    b. Approve notes 10/24
2. Discuss input received from respective Communication Teams with the PIOs (60 min)
    a. Written comments received and collated from G. Lemon (FWP), L. Ryan (MDT), and D. Andersen (MSWP)
    b. Next Steps for Communication Plan V4.0
        i. Incorporate comments and revisions based on PIO feedback
            1. define audiences
            2. refine messaging,
            3. develop talking points
            4. other content that will be integrated into all communication pieces/efforts
        ii. DI Tool and Documentation (11/10/22 email Deb W.)
        iii. Logos for use in MWTP efforts/products
        iv. Partner PIO coordination
        v. Other??
3. Review and discuss Draft Schedule (Tom M., 15 min)
    a. November 2022 – May 2023
    b. May 2023 – November 2023 (and beyond?)
4. Review and discuss status of revisions to the Contact List for outreach (Dwane K., 5 min)
5. Review and discuss status of Budget Template for use in program application (Dwane K., 5 min)
6. PIT Crew has reviewed the following for QA/QC and formatting: (5 min)
    a. DI Tool Description (one-pager)
    b. DI Summary Document (background and methodologies to accompany Tool)
    c. SC Combined Documents
    d. PIT Crew met this morning to discuss remaining items and will have finalized by next SC meeting
7. Next Meetings: (5 min)
    a. November 29 (1-3 pm) – Deb O. requests to reschedule
    b. December 22 (1-3 pm)
8. Next Steps (20 min)
    a. Action Item: Revise Communications Plan for release of Planning Tool and Wildlife Accommodation Project Partnership Program (application process and documents)
        i. Who is doing what?
        ii. Are we still on track for December 2022 release?

b. Action Item: PIT crew to finalize documents and prepare for release
    i. How will these be linked on the website? MDT
    ii. Does SC want all/some the documents included? As appendices? Separated?
        1. Application Guidance (main document)
        2. Detailed Application Guidance (include with main document?)
        3. Budget Worksheet (Appendix A?)
        4. Application Attachments (Appendix B?)
        5. SC Selection Criteria (Appendix C, or separate document?)
        6. Program Application Outline (Appendix D, or separate document? Will be a fillable form on the web for applicants)

c. Action Item: Revise/Finalize contact list Draft contact list – partner additions

d. Action Item: Revise/Finalize schedule for Goals and Tasks

e. Action item: Revise/Finalize budget template

f. Action item: Develop weblinks for December release
    i. Develop webform for May application cycle