MWTP SC
Agenda November 28th, 2022

1. Introductions and agenda 9/6 (All 5 min)
    a. Topics?
    b. Approve notes 11/17
2. Share and discuss progress on Communication Plan ahead of 12/9 meeting with PIOs (XX min)
    a. Define audience(s)
    b. Articulate the issues (wildlife/transportation)
    c. Understand and identify our objectives
    d. Distill an elevator pitch (issues, message, why should "they" care?, what do we want "them" to do?)
    e. Identify next steps for work with PIOs
        i. Refine work above
        ii. Key messaging and messenger(s)– tailored to the target audience(s)
        iii. Communication tactics – tailored to the target audience(s) tail
        iv. Revise Communication Plan
            1. Consider capacity and expertise – bring on Big Sky PI firm, or another? Discuss input received from respective Communication Teams with the PIOs
        v. Understand DI revisions to the Tool based on PIO feedback
        vi. Logos for use in MWTP efforts/products
        vii. Other??
3. Review and discuss comments/edits to Draft Schedule (Tom M., XX 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., XX min)
5. Review and discuss status of Budget Template for use in program application (Dwane K., XX min)
6. Status of PIT Crew review of the following for QA/QC and formatting: (XX min)
    a. DI Tool Description (one-pager)
    b. DI Summary Document (background and methodologies to accompany Tool)
    c. SC Combined Documents
7. Next Meetings: (XX min)
    a. December 9 (9-11) SC/PIO coordination
    b. December 22 (1-3 pm) SC Working Meeting
8. Next Steps (XX 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 and Funding language in Guidance docs

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