MWTP SC
Agenda January 25th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 1/11/23
    c. Assign Notetaker for today

2. PI Assistance (DK, 10 min)

3. Communication Plan (60 min)
    a. MWTP Press Release_Draft#3.LEMON (Daniel)
        i. Director quotes needed ASAP
        (excitement to drive projects forward, importance of collaboration/partners)
        ii. Ready ahead of 2/20 launch of PT and Program
    b. FAQ re MWTP-V1 (Brooke)
    c. Final Contact List (DK)
        i. Gov delivery, website contacts, media contacts (Greg/Lori)
    d. TWS Presentations (February 14-17) (Tom)
        i. Tom (SC), Liz and Mike (DI), Daniel (YSP)
    e. Webinar (External)
        i. DI walk through PT, demonstration
        ii. SC walk through Program, Application, Project example?
        iii. Set dates to include in Press Release – mid-April (time with application release?)
        iv. Who is setting up presentations and webinar?
    f. Internal Roll Outs – status update (ALL)
        i. Who needs to do what, when?
            (1) MDT – notified Administrators (email 1/5)
            (2) MDT Engineering Bureau Chiefs and district staff to attend a meeting in February
            (3) FWP including in all agency notes going out soon.
            (4) FWP Putting a webinar or brown bag together for mid or end of March
            (5) MSWP – everyone is anxiously awaiting the materials and education
            (6) MSWP desires some education outreach from MWTP to define roles for support of the work (field Qs, assist communities with program, assist proponents with apps, review apps, etc.?)
    g. Key messaging (PI Assistance?)
        i. Talking points
        ii. Media responses
        iii. What NOT to say
        iv. Resource for Partnership and staff to pull from
        v. Refine messaging and tactics for target audiences

4. TRCP Update (DK, 5 min)

5. SC and DI Docs (DW, 15 min)
    a. All documents are finalized
    b. Working with IT to update website and upload documents
    c. Working with IT to create fillable application form
        i. Character limitations allowed per section/answer
        (3000 = 430-750 words), (4000 = 570-1000 words), (5000 = 715-1250 words)
        ii. Radio buttons for attachments per section – can open from that section, not as separate attachments
        iii. Budget worksheet will be excel sheet embedded within application (if possible)
    d. Distribution lists
        i. Need list for Contacts (from webpage) – SC, DI, PIT
        ii. Need list for Media requests
        iii. Need list for notification receipt of application submissions
            (1) Submittals will go to "back of the house" location for retrieval and processing

6. Confirm or revise dates and status complete for deliverables (Tom , 15 min)
    a. January 2023 – May 2023
    b. May 2023 – November 2023 (and beyond?)
        i. Review of applications (Staff / SC)
        ii. SC meeting schedule to select projects
        iii. Replies to applicants
        iv. Next steps for selected projects (flowchart)

7. Next Meetings: (All 10 min)
    a. February 8 (1-3 pm)
    b. February 23 (1-3 pm)
    c. March 16 (1-3 pm)