MWTP SC
Notes January 25th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 1/11/23
        i. No comments, approved.
    c. Assign Notetaker for today – **Dwane Kailey**

2. PI Assistance (DK, 15 min)
    a. Announced the hiring of BigSkyPR and Katie Hodges. This is an effort of adding resources and BigSkyPR will work behind the scenes and will not be the face of the effort.
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
        iii. Wait until Katie's review. Still need Director quotes.
    b. FAQ re MWTP-V1 (Brooke)
        i. **Brooke gave an overview of the document. Some questions were left unanswered and there is a need for general editing.**
        ii. **Talked about the distribution contact list and establishing a chair to make sure the questions are getting assigned. The chair and/or co-chair will be selected by the PIT crew.**
        iii. **PIT Crew will take on the responsibility as a whole.**
        iv. **PIT Crew will assign the question and notify the responder if they need to run it through the PIT Crew or if the responder can comment directly back to the requestor with a CC to the PIT Crew.**
        v. **Everyone needs to look at the FAQ and edit or comment for next meeting Feb 8th.**
    c. Final Contact List (DK)
        i. Gov delivery, website contacts, media contacts (Greg/Lori).
        ii. **Dwane will finalize prior to next meeting.**
    d. TWS Presentations (February 14-17) (Tom)
        i. Tom (SC), Liz and Mike (DI), Daniel (YSP)
        ii. Tom will discuss the Steering Committee, Liz and Mike will present the mapping tool. I missed on what Daniel will be doing?
    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?
            (1) We need a date to include in the press release. Ken M. will take lead in setting up the meeting.

(2) .

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 – **Tom is managing.**
        (3) FWP including in all agency notes going out soon. – **Working on it.**
        (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.?) – **Update internally in February.**
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
    vi. – Talk about when Katie is in attendance.

4. TRCP Update (DK, 5 min)
    a. The latest attempt has been to amend HB 2 to include a $1 million earmark to MDT.
5. SC and DI Docs (DW, 10 min)
    a. All documents are finalized - **Confirmed**
    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. Limiting to 4000 characters.
        iii. Radio buttons for attachments per section – can open from that section, not as separate attachments
        iv. Could get attachments rather than narrative in the form.
        v. Budget worksheet will be excel sheet embedded within application (if possible)
        vi. Meeting this afternoon to work on this further.
    d. Distribution lists
        i. Need list for Contacts (from webpage) – SC, DI, PIT – **Done earlier**
        ii. Need list for Media requests
            (1) Press Releases will include Lori, Greg and Daniel as points of contact. SC and PIT Crew will be the potential responders.
        iii. Need list for notification receipt of application submissions
            (1) Submittals will go to “back of the house” location for retrieval and processing

(2) SC, PIT

6. Confirm or revise dates and status complete for deliverables (Tom , 15 min)
    a. January 2023 – May 2023
        i. Reviewed SC Deliverables document and updated.
        ii. On track and going good.
    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)
        v. Live soft launch still in place for 2/20/2023
        vi. Talk about webinars in mid march in prep for April launch.

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