MWTP SC
Agenda February 8th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 1/25/23
    c. Assign Notetaker for today

2. Communication Plan (60 min)
    a. Introduce Katie Hodges, BSPR (DK)
        i. Draft Press Release
            (1) Director quotes - FWP
            (2) Ready for 2/23 or 2/24
            (3) Review draft press release from Big Sky PR
        ii. RAC cards or similar for contact list stakeholders
        iii. Touch on Communication Plan drafted by Big Sky PR
        iv. Finalize Logo choice
    b. Finalize FAQ re MWTP-V1 (Brooke or MSWP)
        i. Katie to review FAQ doc for messaging?

    c. Final Contact List (DK)
    d. TWS Presentations February 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
        iv. Setting up meeting to discuss presentations and webinar (Ken)
            (1) Talk about webinars in mid-March in preparation for April launch.
    f. Internal Roll Outs – status update (ALL)
        i. MDT Engineering Bureau Chiefs and district staff to attend a meeting February 9
        ii. FWP working on including in all agency notes going out soon
        iii. FWP Putting a webinar or brown bag together for mid or end of March
        iv. MSWP – everyone is anxiously awaiting the materials and education
        v. 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.?) – To be updated in February

3. TRCP and/or Legislative Update (DK, 5 min)

4. SC and DI Docs (DW, 20 min)
    a. Teams – Deleted PIO Team, moved all docs to SC Team, Communications folder and added PIOs
    b. Website revisions and uploads – show and tell
        i. Call for photos for website
    c. Working with IT to create fillable application form

d. Distribution lists
    i. Contact US – website - Done
        (1) PIT Crew is recipient and will answer or forward to SC or staff and track for response
    ii. 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. Distribution list for notification receipt of application submissions
        (1) Submittals will go to "back of the house" location for retrieval and processing – To Do
        (2) SC, PIT Crew

5. Confirm or revise dates and status complete for deliverables (Tom , 10 min)
    a. January 2023 – May 2023
        i. Live soft launch still in place for 2/20/2023
        ii. Review and update Excel schedule
    b. May 2023 – November 2023 (and beyond?)
        i. Need to build Schedule (Excel)
        ii. Review of applications (Staff / SC)
        iii. SC meeting schedule to select projects
        iv. Replies to applicants
        v. Next steps for selected projects (flowchart)

6. Ad-hoc Items, if time allows

7. Next Meetings: (All 10 min)
    a. February 23 (1-3 pm)
    b. March 16 (1-3 pm)
    c. March 30 (1-3 pm)