**MWTP SC**
**Agenda March 16th, 2023**

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 2/8/23
    c. Assign Notetaker for today

2. Communication Documents (DW/ALL 25 min)
    a. *Contact list – DONE – on Teams*
        i. Morgan Marks (MWF/MSWP/PIT) updated with more sportsman groups)
        ii. DW updating regularly based on "subscribers" from the website.
    b. *Press Release – DONE – on Teams*
        i. Released on March 1
        ii. Which outlets received? Do we need to track for future reference.
        iii. Contact list also received?
    c. FAQ Sheet – KH comments V1 – *on Teams for SC review*
        i. Seems there are two versions under review and comment on Teams
            (1) Will need to consolidate all comments into single version when finished
        ii. Date needed: 3/30/23
        iii. Post on Website – home page above "Subscribe here" (DW)
    d. Communication Plan V7 – *on Teams for SC review*
        i. Deb W latest comments included
        ii. Date needed: 3/30/23
    e. Flyer V3 – Revised - *posted to Teams*
        i. Send to contact list
        ii. Send to others?
        iii. Print versions for meetings?
            (1) Would need to make more general regarding dates….for use into the future
        iv. Date needed: TBD
    f. Social Media posts V3 – Revised - *posted to Teams*
        i. Text and bit.ly link is slightly revised from V3 – "Captions" Word doc - *posted on Teams*
            (1) Text revised to include Program as well as Planning Tool
            (2) Link revised to take to MWTP homepage, not Planning Tool page
        ii. DW working with Lori to get MDT post out
        iii. MDT to post first and "tag" FWP and (*maybe CLLC as MSWP does not have social channels*)
        iv. FWP and MSWP/NGO's to link to or share from MDT posts
        v. DW sent email out 3/10/23

3. Webinar (External) (Ken, 50 min)
    a. Date needed: Mid-April
    b. Add notice to website/send to contacts – when date determined
    c. Discuss presentations and webinar approach
        i. One or two part webinar (Planning Tool, Project Program)?
            (1) DI walk through PT, demonstration
            (2) Simulated project walk-through?
                a. Set expectations for applicants – model answers (selection criteria)
                b. 5 steps of selection
                c. Implementation (feasibility, time horizon, funding, agreements)
            (3) Prepare presentations for review 3/30/23

(4) Finalize 4/12/23
(5) Webinar Date: TBD (mid-April)

d. FWP to set up webinar platform and scheduling
e. Require registration or not?
f. Post notification on website

4. TWS Presentations February 17 (Tom, 5 min)
    a. Tom (SC), Liz and Mike (DI), Daniel (YSP) – how did it go?

5. Internal Roll Outs – status update (ALL, 5 min)
    a. MDT update from February 9th meeting
    MDT plan for internal webinar – further detail (record)
    b. FWP working on including in all agency notes going out soon
    FWP Putting a webinar or brown bag together for end of March/early April (record)
    c. MSWP – update from today's meeting
    MSWP any plans for follow up and/or recording?
    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.?)

6. Website and Content (DW, 10 min)
    a. Website revisions and uploads – show and tell
        i. Photos – are up
        ii. Issue with protections on budget template – formulas vs. adding rows (MDT working on it)
    b. Working with IT to create fillable application form – nearly done
        i. Date needed: 4/15/23
    c. Distribution lists
        i. Contact Us – on website (done)
            (1) PIT Crew is recipient and will answer or forward to SC or staff and track for response
            (2) Up to 5 days response time except 48 hours during application cycle
        ii. Subscribe here – on website (done)
            (1) DW updates Contact list on Teams a few times a week with new people who subscribe
            (2) At some point MSWP should verify which "subscribers" are a duplicate of who is on our MSWP/NGO tab already – and highlight for deletion. Agencies as well perhaps, but has not been observed yet.
        iii. Media requests
            (1) Press Releases will include Lori, Greg and Daniel as points of contact.
            (2) SC and PIT Crew, DI will be the potential responders.
        iv. Distribution list for notification receipt of application submissions
            (1) Submittals will go to "back of the house" location for retrieval and processing – Had meeting with IT, MDT working on this
            (2) SC, PIT Crew

7. Confirm or revise dates and status complete for deliverables (Tom, 20 min)
    a. January 2023 – May 2023
        i. Webinar (mid-April)
        ii. May 1 – Application cycle open

iii. May 31 – Application cycle close

b. May 2023 – November 2023 (and beyond?) – Tom updates
    i. Need to build Schedule
    ii. Review of applications (Staff / SC)
    iii. SC meeting schedule to select projects
    iv. Replies to applicants
    v. Next steps for selected projects (flowchart)

8. Ad-hoc Items, if time allows

9. Next Meetings: (All, 10 min) (3/30, 4/12) / (1-3pm)