MWTP SC
Notes March 16th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
        i. **No additional topics**
    b. Approve notes 2/8/23
        i. **Okay.**
    c. Assign Notetaker for today
        i. **Dwane**

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?
            (1) Good feedback. Billings gazette article.
    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)
            (1) Some items need MDT edits/response. MDT make updates and approve next meeting.
    d. Communication Plan V7 – *on Teams for SC review*
        i. Deb W latest comments included
        ii. Date needed: 3/30/23
            (1) Finalize comments by 3/21/2023.
    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
            (1) Most everyone is okay with this plan. GYC is able to extract the graphics and will post. Must include it in its entirety.
            (2) Daniel – everyone is updating their communications related to what is happening.

3. Webinar (External) (Ken, 50 min)

a. Date needed: Mid-April
    i. **After the 10th of April, 13, 24 or 27th. Time of meeting 6/7 or 4 pm?**
        (1) 24th for the Planning tool, 27th Project program. 4:00 pm – 6:00 pm Include a slide regarding the previous presentation.
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 - **Yes**
    (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)
        a. Elect a moderator, MDT will take lead on building the Project program slides.
d. FWP to set up webinar platform and scheduling **– FWP will set up the protocol. – how to capture attendees?**
e. Require registration or not? **- No**
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 – **sent out**
    FWP Putting a webinar or brown bag together for end of March/early April (record) -**coming soon. Also sent out press release.**
    c. MSWP – update from today's meeting – **meeting and will rollout planning tool. And released press release.**
    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.?) **Need to work on this. Coordinate a meeting with MSWP to attend a meeting in early May**

    Meeting adjourned after one hour due to schedule conflicts. Remaining items not discussed.

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)