MWTP SC
Agenda March 30th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 3/16/23
    c. Assign Notetaker for today

2. Communication Documents (ALL, 15 min)
    a. FAQ Sheet – *on Teams for SC review*
        i. Kylie consolidated all comments into single version. Thanks!
        ii. Review and finalize today.
        iii. DW will post on Website – home page above "Subscribe here"
    b. Communication Plan Final – *on Teams*
        i. Katie finalized after 3/21/23 deadline for comments.
        ii. Final Word and PDF versions on Teams
            (1) Word to be the "living document" for revisions and improvements over time
            (2) PDF static document to be used as a reference doc for Partnership messaging and outreach at present

3. Webinar (External) (ALL, 45 min)
    a. Planning Tool Webinar April 24th 4pm-6pm
        i. DI walk-through tool demonstration, data mining, information for application
        ii. Focus on same area for simulated project for Program webinar?
        iii. Start with TWS presentation and presenters?
        iv. PIT Crew to reach out to DI members?
        v. DI presentation run-through for SC ahead of time?
    b. Project Program Webinar April 27th 4pm-6pm
        i. Simulated project walk-through?
            (1) Introduction and Overview
            (2) Set expectations for applicants – model answers (selection criteria)
            (3) 5 steps of selection
            (4) Implementation (feasibility, time horizon, funding, agreements)
    c. Discuss presentations and webinar approach
        i. Review strawman presentation today (MDT)
            (1) At least 1 rep from each entity - Who is doing what? Where in the presentation?
            (2) Moderator, PIT Crew participation?
        ii. Finalize presentations (PT and PP) outline at 4/12/23 meeting – Do you want another run-through date 4/21 - PP? Do you want to see DI presentation run-through – not needed?
    d. FWP to set up webinar platform and scheduling
        i. No registration required
        ii. How to capture attendees during webinar?
    e. Post webinar notification on website and send out to Contact List – no general public postings

4. Confirm or revise dates and status complete for deliverables (Tom, 30 min)
    a. January 2023 – May 2023
        i. Webinar – April 24, April 27
        ii. May 1 – Application cycle open
        iii. May 31 – Application cycle close
    b. May 2023 – November 2023 (and beyond?)

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)

5. HB 887 (DK, 10 min)
    a. Q&A – MDT provided response
    b. Status – passed executive action – what's next?
    c. Next steps
        i. MDT
        ii. Partnership
        iii. Others?

6. Internal Roll Outs – status update (ALL, 5 min)
    a. MDT plan for internal webinar – further detail (record)
    b. FWP Putting a webinar or brown bag together for end of March/early April (record)
    c. MSWP meeting and will rollout planning tool
        i. MSWP any plans for follow up and/or recording?
        ii. Meeting in May - 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.?)

7. Website and Content (DW, 10 min)
    a. MDT near complete with Budget Template protections and permissions
    b. MDT near complete with Application form
        i. Date needed: 4/15/23
    c. Distribution lists
        i. Distribution list for notification receipt of application submissions
            (1) Submittals will go to "back of the house" location for retrieval and processing
                a. MDT working on this
            (2) SC, PIT Crew to receive notifications
        ii. Subscribe here – on website (done)
            (1) DW updates Contact list on Teams a few times a week with new people who subscribe
            (2) Before next use of the Contact List (on-going) 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.

8. Ad-hoc Items, if time allows

9. Next Meetings: 4/12, 1-3pm
    Planning Tool Webinar (4/24, 4-6pm)
    Project Program Webinar (4/27, 4-6pm)