MWTP SC
Notes March 30th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 3/16/23
    c. Assign Notetaker for today - **Dwane**
    d. **Introduction of Morgan Marks – Pit Crew member Montana Wildlife Federation (MSWP).**
    e. **Lauri HB is leaving FWP April 23rd. Justin will be interim member.**
    f. **Daniel Anderson is leaving the coordinator position for MSWP in May.**

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"
        iv. **Made edits within the document.**
        v. **Comments back within 3 days after sent out by DW.**
    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) Need to schedule routine maintenance of the document. Need to meet around the end of April/early Mayto update milestones at least going through November (next cycle).
            (4) Kyle's comments after 3/21/23 weren't incorporated so she needs to review
            (5) Unless red flag item, revisions can be incorporated into next update

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? **Continuity would be good**
        iii. Start with TWS presentation and presenters?
        iv. PIT Crew to reach out to DI members? **Yes - DW**
        v. DI presentation run-through for SC ahead of time? **No – outline at 4/12 meeting**
        vi. **Reach out to DI to see how they want to attend.**
        vii. **Adam from FWP, Liz not available so maybe Andrew for MSWP, Need a GIS person from MDT (Brian or Mike) DW will contact them.**
        viii. **DI to present their presentation outline at 4/12 SC meeting. No presentation run-through needed for SC**
        ix. **Ken provide intro for DI webinar. Where did this come from, why are we here, why the tool?**
        x. **PIT Crew to track and moderate Q&A for the panel – no open forum**
    b. Project Program Webinar **April 27th 4pm-6pm**
        i. Simulated project walk-through? - **Yes, makes sense.**
            (1) Set expectations for applicants – model answers (selection criteria)
                a. Have MSWP walk through this area.
            (2) 5 steps of selection
                a. Have FWP walk through this area.
            (3) Implementation (feasibility, time horizon, funding, agreements)

a. **Have MDT cover this area.**

(4) **Start with an intro and then finish with FAQ.**

(5) **How does this relate to other similar work in Montana or work that could be informed by this effort but not necessarily related to a program project , MDT projects, land trust work, BIL grants. (part of introduction)**

(6) **Presenters – Dwane MDT, Ken – FWP(intro). Deb – FWP (Selection Process), Kylie and Stephanie will arm wrestle who is presenting.**

(7) **PIT Crew to track and moderate Q&A for the panel – no open forum**

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 and practice at 4/12/23 meeting **Look at DI's and SC outline on the 4/12 date.**
   iii. Do you want another run-through date **4/21 SC run through**
   iv. 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? – **No, but encourage people to sign up through Subscribe here button on website.**
e. Post webinar notification on website and send out to Contact List – no general public postings **(potential applicants!) Greg will coordinate with DW and send email to contact list.**

4. Confirm or revise dates and status complete for deliverables (Tom, 30 min)
   Not ready – To be reviewed at 4/12 meeting
   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?
      iv. **Quick discussion – MDT has committed funding for our internal projects. Once this partnership program is up and running the proposed funding will be more appropriate. This proposal is not part of the governors budget proposal.**

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 – **Dwane needs to talk to Mike B to better understand where the files will go and how we retrieve.**
            (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
    SC Project Program Webinar run-through (4/21, 10am-noon)
    Planning Tool Webinar (4/24, 4-6pm)
    Project Program Webinar (4/27, 4-6pm)
    5/17, 10a-noon