**MWTP SC**
**Notes April 12th, 2023**

1. Introductions and agenda (All 5 min)
    a. Topics? **No added topics**
    b. Approve notes 3/30/23 - **approved**
    c. Assign Notetaker for today - **Dwane**

2. Communication Documents (ALL, 5 min)
    a. FAQ Sheet – *on Teams for SC review*
        **(1)** Review and finalize today. **Wait until after webinars and include questions received in the FAQ and update**
        ii. DW will post on Website – home page above "Subscribe here" - **done**
    b. Communication Plan Final – *on Teams*
        i. 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) Review and edit/update milestones through November 2023 (next application cycle)
        (4) Finalize updates at May 17 meeting
        (5) Plan to update after start of current application cycle

3. Webinar (External) (ALL, 60 min)
    a. Web request made 4/11 announcing webinars on our website
    b. Greg Lemon emailed announcement to our contact list
    c. Deb has master slides with Partnership branding
        i. **Built to facilitate each entities webinar presentations.**
        ii. Planning Tool Webinar April 24th 4pm-6pm - Kylie, Brian, Adam - DI presentation outline run-through for SC today
        iii. Ken provide intro for DI webinar. Where did this come from, why are we here, why the tool?
        iv. PIT Crew to track and moderate Q&A for the panel – no open forum – mute participants
        v. **Kylie walked through the outline.**
        vi. **Trying to determine if chat is allowed with a webinar zoom meeting. Deb O looking into it. Yes Q&A is an option as long as it is enabled**
        vii. **DI team will do a walk through with the PIT Crew.**
    d. Project Program Webinar April 27th 4pm-6pm – Stephanie, Deb, Dwane
        i. Practice run-through 4/21 meeting
        (1) Start with an intro and then finish with FAQ. (Ken)
            a. What is partnership and goals? 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/IIJA grants.
        (2) Set expectations for applicants (MSWP)– general model answers (selection criteria) – what are we looking for in application responses? Where can applicants find the answers?
        (3) 5 steps of selection (FWP). Time frames, notifications to applicants (selected/not selected)
        (4) Implementation (feasibility, time horizon, funding, agreements) (MDT)
        (5) PIT Crew to track and moderate Q&A for the panel – no open forum – mute participants
        (6) **Concerns with time of presentation. Made some edits. Not doing an example project. Put in a Q&A session in the middle to give people a break. Time is short and we need to get it done.**
        **(7) Deb W has built a template for us all.**

**(8) Privately shared google doc helps with sharing questions. MDT can't use google docs so use TEAMS.**

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
    c. Next steps for selected projects (flowchart)**Tom presented the updated MWTP Schedule.**

5. HB 887 (DK, 5 min) – **bill tabled in committee. Second amendment for HB 2 also died.**

6. Website and Content (DW, 15 min)
    a. Testing budget template – will post to website next week
    b. Testing Application form – will post to website next week
        i. **Sent to MDT staff.**
    c. Application submittals, retrievals, processing
        i. Distribution list for notification receipt of application submissions
        ii. **Working with ISD to resolve these issues.**
            (1) Dwane – Mike B. – what is process for applicant to submit application and attachments (potentially very large file) through the website?
            (2) Where do they go?
            (3) How do we get notified? (SC, PIT Crew)
            (4) How do we retrieve them
            (5) How do we provide access for staff review?
            (6) Submittals will go to "back of the house" location for retrieval and processing

    **a. All good. Put the applications into the warehouse as they come in. Maybe upload to Teams to facilitates each individuals desire on how to review them (individually vs one batch.**

*7. Internal Roll Outs – status update (ALL, 10 min)*
    a. *Set staff expectations and time frames for application reviews*
    b. *MDT plan for internal webinar – further detail (record)*
    c. *FWP Putting a webinar or brown bag together for end of March/early April (record)*
    d. *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.?)*

8. Ad-hoc Items, if time allows

9. Next Meetings: 4/21 10am-noon Presentation run-through
    Planning Tool Webinar (4/24, 4-6pm)
    Project Program Webinar (4/27, 4-6pm)
    5/17, 10a-noon

**Added mtgs**
**6/1 – 1 – 2pm touch base**
**6/27 – 1-3pm. Go no go meeting**
**7/25 – 1-3pm placeholder**
**8/29 1-3pm Consensus**