MWTP SC
Notes June 27th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics? **No additional topics**
    b. Approve notes 5/17 - **Put on hold until next meeting – some members on the road and did not review.**
    c. Assign Notetaker for today - **Dwane**

2. Communication Documents (DW, 50 min)
    a. FAQ Sheet – *Revised draft on Teams for SC review*
        i. SC review and final edits
            SC did a review of FAQ. Paul Sturm did edits on the D&I, Kylie and Deb did comments on the Project Program. Deb W. will do a review of both FAQs and try to assemble them.
        ii. Select the Q&As for the FAQ sheet – or do you want to include all of them?
            Include all unless can be combined or duplicative.
        iii. **DW will review, edit, and post final on website** – home page above "Subscribe here"

    b. Communication Plan June Draft
        i. Draft Word version on Teams
            (1) Review and edit/update milestones through November 2023 (next application cycle)
            (2) Determine what communications, if any, you want to send to Contacts between now and November application cycle
            (3) Plan to update after start of each current application cycle
            Kylie added two additional lines. We all need to review the timeline and make edits or recommendations ahead of July 25th meeting.

    c. May application cycle communications
        i. DK sent one-pager to the Director's MDT and FWP - **Done**
        ii. Draft email to Contact list
            (1) Review and edit
            (2) FWP to send out to Contact list via email
                - **Deb W. will revise draft on Teams**
                - **Need SC to review and comment on this ahead of meeting July 25th.**
                - **SC needs to discuss a few items pertaining to process of application submittal, acceptance/rejection, and implementation related to capacity and funding, resubmittal of good applications in future cycles, etc.**

3. Confirm or revise dates and status complete for deliverables (Tom, 20 min)
    a. May 2023 – November 2023
    b. **November 2023 – May 2024**

4. Ad-hoc Items, if time allows

5. Next Meetings:
7/25 – 1-3pm placeholder – hold - **yes**
8/29 – 1-3pm Consensus – change to working meeting – **yes**
9/15 – 9-11am working meeting