MWTP SC
Notes July 25th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 5/17 and 6/27
    c. Assign Notetaker for today – **Deb O**

2. Communication Documents (DW, 75 min)
    a. FAQ Sheet – V2 *Final on Teams* **– DW reviewed the final version – 20 pages!**
        i. DW combined all webinar Q&A with the V1 FAQ into Final V2 FAQ
        ii. DW/Bill to get uploaded to website (replace V1) **– will get it done!**

    b. Communication Plan - June Draft
        i. June 2023 Draft Word version on Teams
        (1) TM edited some of the tasks within the Communication Plan on Teams to coincide with the attached schedule. And Kylie added a few lines as well.
        - **TM reviewed; added two zoom meetings/webinars for prospective applicants – do we need two?**
        - **First one (September) seems more important. Post recording. This zoom would be more informal than the last one we did.**
        - **Perhaps walk through the application and have folks ask questions by section of the application.**
        - **Some structure, but informal too.**
        - **Get rid of the October zoom and hold only one in September. 9/19, 4-6 pm**
        - **FWP to schedule with IT support and recording.**

        ACTION: Everyone needs to look at this document and edit by the next meeting.

        (2) Review and edit/update milestones through November 2023 (next application cycle)
        (3) Determine what communications, if any, you want to send to Contacts between now and November application cycle **– this needs to roll into our schedule**
        (4) Plan to update after start of each current application cycle
        (5) Next steps?

    c. May application cycle communications
        i. Revised draft email to Contact list on Teams **– DW reviewed.**
        - **The email is an update (e.g., had no applicants) and "tips".**
        - **We covered "good projects" not being implemented for a variety of reasons, and that they will (be encouraged to resubmit or) be told why they weren't chosen.**
        - **Ken will make a revision. Including the "not perfect" comments.**
        - **Ken will get it done today or tomorrow morning.**

        ACTION: All will review and approve by Friday. Deb W will work with Greg L to distribute thru gov delivery and July Contact list on Teams.

        ii. SC to discuss and agree on process for good projects not accepted during current app cycle
        (1) Review and edit
        (2) FWP to send out to Contact list via email

3. Review latest schedule of deliverables (Tom, 20 min)
    a. *Revised by TM on Teams* **– TM reviewed.**
        - **Changed to revise and finalize materials (e.g., guidance documents on our website).**
        - **PIOs don't need to review again if it's just small updates.**
        - **Tom will update dates (e.g., zoom meeting).**
        - **Prep for the webinar/zoom should be added to the timeline – do this at the August 29 SC meeting.**
        i. May 2023 – November 2023
        ii. November 2023 – May 2024 **– this follows the same timeline as the first application cycle.**
            - **Start preparing for the spring 2024 cycle in December 2023.**
            - **Discussed if we would run feasibility for multiple projects at the same time. The answer is yes, but not likely all in the same MDT District.**
            - **Tom would welcome a review; he will keep it updated and share at future meetings.**

4. Updates needed ahead of November 2023 cycle (All, 10)
    a. Application and guidance documents **- aka publication materials.**
    b. Website content **– currently has dates for may cycle – need to update it for November. Update webinar button too.**

5. Explain value of STIP comments – better avenues to pursue to influence projects (DK 10) **– this gets back to Kylie's question if it is useful to comment on the STIP.**
    - **Deb W shared Dwane's recommendation - The best way to provide input is to establish relationships with the district bios and other district staff.**
    - **Engage there. It will depend on where they are in the process (i.e., early, late).**
    - **MSWP can gauge interest from their folks and provide input as one voice. Instead of a deluge.**
    - **Not all projects are on the website. Tom walked us through the active projects on the MDT website. Can search projects by funding year and other ways (e.g., scope).**
    - **2026 and 2027 may be the best projects to comment on as of 2023. The previous years may be too late/too far into the project. Bridge, reconstruction, and rehabilitation are the scopes providing some possibility of including wildlife accommodations**
    - **FWP/MDT used to have biannual meetings on STIP. Kylie was wondering if something like that could continue formally. Tom said let MDT think about it.**

6. Next Meetings:
    8/29 – 1-3pm
    9/15 – 9-11am working meeting
    10/11 – 1-3 pm

    <u>Ad hoc item:</u>
    - **How do other folks (e.g., private, NGO, philanthropists) get to donate to these projects? MOLF? Is there a foundation that can hold money?**
    - **MDT can accept donations are possible, but the process is not standardized. Doesn't happen often. Institutional knowledge is gone. Deb W and Tom will discuss with Dwane.**