**MWTP SC**
**Agenda August 29th, 2023**

1. Introductions and agenda (5 min)
    a. Topics?
    b. Approve notes 7/25
    c. Assign Notetaker for today

2. Communication Plan (Justin, 25 minutes)
    a. Early September Announcement (email) to Contacts (prospective applicants) only
        i. Announcing September 19 Application Q&A webinar (links to webinar?)
        ii. For people actively working on or considering a project application submittal
        iii. Draft email – Who? Review? Final needed by early week of September 4th
        iv. Get to Greg Lemon for email to Contacts (Justin) – immediate release by September 8th
    b. Communication Plan – August Draft
        *i. August 2023 Draft Word version on Teams*
            (1) Review edited communication and schedule milestones through November 2023 (next application cycle)
            (2) Revise as desired and finalize August 2023 Communication Plan
            (3) Internal use only - Plan to update after start of each current application cycle (next up November 2023)
    c. *Upcoming* - Sept 27, 2023 - Press release (FWP) - Fall 2023 cycle alert (Nov 1 – Nov 30, 2023)
    d. *Upcoming* - Nov 1, 2023 - Press release (MDT) – November 2023 application cycle open

3. Application Q&A Webinar - September 19th 4-6 pm (60 minutes)
    a. Suggested: Walk through each section of the Application and overview what type and extent of information is desired for each answer. Allow Q&A after each section specific to that section. Any remaining time can be left for general or process oriented Q&A
        i. Start with SA and DK slides from last Program webinar for content – on Teams
        ii. Use the Detailed Application Guidance and Selection Criteria for your talking points – keep it brief but informative
        iii. Show audience the Application Outline on screen
        iv. This will be dry but detailed and is intended to allow prospective applicants to ask specific questions about the application and as related to their project proposal, if applicable.
    b. FWP to schedule – include link on email to Contacts early September?
        i. FWP is expected to provide IT support during the webinar and record the webinar for posting on the website.
    c. Who is doing what?
    d. Who is all present to answer Q&A? What role does/can PIT Crew play?
        i. Are you going to allow participants to ask their own questions verbally, rather than typed in and filtered by the PIT Crew, as in last webinars?
    e. How long should webinar be scheduled for?
    f. Other?
4. Schedule of deliverables – Tom to keep updated and share as regular agenda item (Tom, 10 min)

a. May 2023 – November 2023
b. November 2023 – May 2024

5. Website updates needed ahead of November 2023 cycle (scheduled for end of September) (10 minutes)
    a. Application and guidance documents
        i. Live links in documents
        ii. Change out Budget Template example to match current version
        iii. Add clarification on expectations for Application Section VI. A. and B., relate to Feasibility Study
    b. Website content
        i. Update May cycle announcement to November
        ii. Check links and other webpage copy.

6. Private Contributions to Wildlife Accommodation Projects (5 minutes)
    a. MWTP Project Program – MOLF? Foundation? Account holding? Mechanism for Specific Projects?
    b. MDT Projects (WA Process) – DK to work with Planning and Fiscal (ASO) to outline a more standardized process and produce a "white paper on how to"….

7. Next Meetings: (5 minutes)
    9/15 – 9-11 am working meeting
    10/11 – 1-3 pm
    Schedule Application Review and Scoring meetings, etc. for November cycle - Tom