MWTP SC
Notes August 29th, 2023

1. Introductions and agenda (5 min)
    a. Topics?
    b. Approve notes 7/25 - **Approved**
    c. Assign Notetaker for today – **Deb O**

2. Communication Plan (Justin, 25 minutes)
    a. Early September Announcement (email) to Contacts (prospective applicants) only – **decide to send to all gov delivery.**
        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 **– send similar email that was sent for the last application cycle. Kylie will draft based on last invite. Kylie will get it to us 8/30. Ken will get edits compiled and send to Greg on Friday. Including zoom links. Folks actively participating should get the link thru gov delivery, but if we know of folks, please forward to them to ensure they have it. MSWP will do this.**
        iv. Get to Greg Lemon for email to Contacts (Justin) – immediate release by September 8th
    b. Communication Plan – August Draft **– all were good with this except for changing the may date to the November date. Justin will accept changes and save as pdf for internal use.**

       Be aware of web updates – get them to Dwane. FAQs are in process to be posted. And dates are being changed. Bill is moving this thru while Deb is out. Let's make sure everything is updated before email goes out. Dwane will do this.
        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) **– greg will update last press release. DebO will reach out to Greg. Spreadsheet needs to be updated. Greg will use that and gov delivery.**
    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) **– only an hour. Starting at 4. Need someone from TSD there to help if there are issues. Ken will do this. DK will work with Tom on funding and engineering piece because he will not be here.**
    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 **-Ken will start with a short intro and Q&A and then get into application questions. Main purpose is to answer questions (make sure that's in the email and press release). Checking to see if Stephanie can do her part again (condensed). Kylie will reach out to her. Then Tom/DebW.**

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? **Ken is getting link.**
   i. FWP is expected to provide IT support during the webinar and record the webinar for posting on the website. **Ken will ensure TSD is there.**

c. Who is doing what?

d. Who is all present to answer Q&A? **All but Dwane will be there.** What role does/can PIT Crew play? **Make sure that questions get answered.**
   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? **Set it up like commission meeting where we have to unmute. They can ask in chat too.**

e. How long should webinar be scheduled for? **Up to two hours.**

f. Other? **Run thru at our 9/15 meeting. DebW will have to represent MDT (Dwane will coordinate since Tom won't be there on 9/15)**

4. Schedule of deliverables – Tom to keep updated and share as regular agenda item (Tom, 10 min) **– all looks good. We're staying on track. Tasks listed above.**

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) - **discussed above. All in process. Do by webinar. Dwane is checking.**

a. Application and guidance documents
   i. Live links in documents – **in process**
   ii. Change out Budget Template example to match current version - **in process**
   iii. Add clarification on expectations for Application Section VI. A. and B., relate to Feasibility Study

b. Website content **– in process.**
   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? **Sometimes bonding is used – but least favorite way to hold money. Could MSWP do this? Not likely. Not set up to do this. The state doesn't want to get into fundraising. Several states sell license plates for wildlife crossings.**

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"…. **Need an agreement in place before going too far down the road. How do we bring non-government money into projects? Dwane had to leave, but wants to talk about this at the October meeting. Can there be a bank of private funds that MDT can receive? MSWP may be able to help. Kylie will flesh out an agenda item for October meeting.**

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 – **we'll schedule this at the October meeting.**