

MWTP SC
Agenda February 8th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics?
 - b. Approve notes 1/25/23
 - c. Assign Notetaker for today

2. Communication Plan (60 min)
 - a. Introduce Katie Hodges, BSPR (DK)
 - i. Draft Press Release
 - (1) Director quotes - FWP
 - (2) Ready for 2/23 or 2/24
 - (3) Review draft press release from Big Sky PR
 - ii. RAC cards or similar for contact list stakeholders
 - iii. Touch on Communication Plan drafted by Big Sky PR
 - iv. Finalize Logo choice
 - b. Finalize FAQ re MWTP-V1 (Brooke or MSWP)
 - i. Katie to review FAQ doc for messaging?

 - c. Final Contact List (DK)
 - d. TWS Presentations February 17 (Tom)
 - i. Tom (SC), Liz and Mike (DI), Daniel (YSP)
 - e. Webinar (External)
 - i. DI walk through PT, demonstration
 - ii. SC walk through Program, Application, Project example?
 - iii. Set dates to include in Press Release – mid-April
 - iv. Setting up meeting to discuss presentations and webinar (Ken)
 - (1) Talk about webinars in mid-March in preparation for April launch.
 - f. Internal Roll Outs – status update (ALL)
 - i. MDT Engineering Bureau Chiefs and district staff to attend a meeting February 9
 - ii. FWP working on including in all agency notes going out soon
 - iii. FWP Putting a webinar or brown bag together for mid or end of March
 - iv. MSWP – everyone is anxiously awaiting the materials and education
 - v. 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.?) – To be updated in February

3. TRCP and/or Legislative Update (DK, 5 min)

4. SC and DI Docs (DW, 20 min)
 - a. Teams – Deleted PIO Team, moved all docs to SC Team, Communications folder and added PIOs
 - b. Website revisions and uploads – show and tell
 - i. Call for photos for website
 - c. Working with IT to create fillable application form

- d. Distribution lists
 - i. Contact US – website - Done
 - (1) PIT Crew is recipient and will answer or forward to SC or staff and track for response
 - ii. Media requests
 - (1) Press Releases will include Lori, Greg and Daniel as points of contact. SC and PIT Crew will be the potential responders.
 - iii. Distribution list for notification receipt of application submissions
 - (1) Submittals will go to “back of the house” location for retrieval and processing – To Do
 - (2) SC, PIT Crew
- 5. Confirm or revise dates and status complete for deliverables (Tom , 10 min)
 - a. January 2023 – May 2023
 - i. Live soft launch still in place for 2/20/2023
 - ii. Review and update Excel schedule
 - b. May 2023 – November 2023 (and beyond?)
 - i. Need to build Schedule (Excel)
 - ii. Review of applications (Staff / SC)
 - iii. SC meeting schedule to select projects
 - iv. Replies to applicants
 - v. Next steps for selected projects (flowchart)
- 6. Ad-hoc Items, if time allows
- 7. Next Meetings: (All 10 min)
 - a. February 23 (1-3 pm)
 - b. March 16 (1-3 pm)
 - c. March 30 (1-3 pm)