

MWTP SC
Notes March 16th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics?
 - i. **No additional topics**
 - b. Approve notes 2/8/23
 - i. **Okay.**
 - c. Assign Notetaker for today
 - i. **Dwane**

2. Communication Documents (DW/ALL 25 min)
 - a. *Contact list – DONE – on Teams*
 - i. Morgan Marks (MWF/MSWP/PIT) updated with more sportsman groups)
 - ii. DW updating regularly based on “subscribers” from the website.
 - b. *Press Release – DONE – on Teams*
 - i. Released on March 1
 - ii. Which outlets received? Do we need to track for future reference.
 - iii. Contact list also received?
(1) Good feedback. Billings gazette article.
 - c. FAQ Sheet – KH comments V1 – *on Teams for SC review*
 - i. Seems there are two versions under review and comment on Teams
(1) Will need to consolidate all comments into single version when finished
 - ii. Date needed: 3/30/23
 - iii. Post on Website – home page above “Subscribe here” (DW)
(1) Some items need MDT edits/response. MDT make updates and approve next meeting.
 - d. Communication Plan V7 – *on Teams for SC review*
 - i. Deb W latest comments included
 - ii. Date needed: 3/30/23
(1) Finalize comments by 3/21/2023.
 - e. Flyer V3 – Revised - *posted to Teams*
 - i. Send to contact list
 - ii. Send to others?
 - iii. Print versions for meetings?
(1) Would need to make more general regarding dates....for use into the future
 - iv. Date needed: TBD
 - f. Social Media posts V3 – Revised - *posted to Teams*
 - i. Text and bit.ly link is slightly revised from V3 – “Captions” Word doc - *posted on Teams*
 - (1) Text revised to include Program as well as Planning Tool
 - (2) Link revised to take to MWTP homepage, not Planning Tool page
 - ii. DW working with Lori to get MDT post out
 - iii. MDT to post first and “tag” FWP and (*maybe CLLC as MSWP does not have social channels*)
 - iv. FWP and MSWP/NGO’s to link to or share from MDT posts
 - v. DW sent email out 3/10/23
(1) Most everyone is okay with this plan. GYC is able to extract the graphics and will post. Must include it in its entirety.
(2) Daniel – everyone is updating their communications related to what is happening.

3. Webinar (External) (Ken, 50 min)

- a. Date needed: Mid-April
 - i. **After the 10th of April, 13, 24 or 27th. Time of meeting 6/7 or 4 pm?**
(1) 24th for the Planning tool, 27th Project program. 4:00 pm – 6:00 pm Include a slide regarding the previous presentation.
- b. Add notice to website/send to contacts – when date determined
- c. Discuss presentations and webinar approach
 - i. One or two part webinar (Planning Tool, Project Program)?
 - (1) DI walk through PT, demonstration - **Yes**
 - (2) Simulated project walk-through?
 - a. Set expectations for applicants – model answers (selection criteria)
 - b. 5 steps of selection
 - c. Implementation (feasibility, time horizon, funding, agreements)
 - (3) Prepare presentations for review 3/30/23
 - (4) Finalize 4/12/23
 - (5) Webinar Date: TBD (mid-April)
 - a. **Elect a moderator, MDT will take lead on building the Project program slides.**
- d. FWP to set up webinar platform and scheduling – **FWP will set up the protocol. – how to capture attendees?**
- e. Require registration or not? - **No**
- f. Post notification on website

4. TWS Presentations February 17 (Tom, 5 min)

- a. Tom (SC), Liz and Mike (DI), Daniel (YSP) – how did it go?

5. Internal Roll Outs – status update (ALL, 5 min)

- a. MDT update from February 9th meeting
MDT plan for internal webinar – further detail (record)
- b. FWP working on including in all agency notes going out soon – **sent out**
FWP Putting a webinar or brown bag together for end of March/early April (record) **-coming soon.**
Also sent out press release.
- c. MSWP – update from today’s meeting – **meeting and will rollout planning tool. And released press release.**
MSWP any plans for follow up and/or recording?
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.?) **Need to work on this. Coordinate a meeting with MSWP to attend a meeting in early May**

Meeting adjourned after one hour due to schedule conflicts. Remaining items not discussed.

6. Website and Content (DW, 10 min)

- a. Website revisions and uploads – show and tell
 - i. Photos – are up
 - ii. Issue with protections on budget template – formulas vs. adding rows (MDT working on it)
- b. Working with IT to create fillable application form – nearly done
 - i. Date needed: 4/15/23
- c. Distribution lists
 - i. Contact Us – on website (done)
 - (1) PIT Crew is recipient and will answer or forward to SC or staff and track for response
 - (2) Up to 5 days response time except 48 hours during application cycle
 - ii. Subscribe here – on website (done)

- (1) DW updates Contact list on Teams a few times a week with new people who subscribe
 - (2) At some point MSWP should verify which “subscribers” are a duplicate of who is on our MSWP/NGO tab already – and highlight for deletion. Agencies as well perhaps, but has not been observed yet.
 - iii. Media requests
 - (1) Press Releases will include Lori, Greg and Daniel as points of contact.
 - (2) SC and PIT Crew, DI will be the potential responders.
 - iv. Distribution list for notification receipt of application submissions
 - (1) Submittals will go to “back of the house” location for retrieval and processing – Had meeting with IT, MDT working on this
 - (2) SC, PIT Crew
7. Confirm or revise dates and status complete for deliverables (Tom, 20 min)
- a. January 2023 – May 2023
 - i. Webinar (mid-April)
 - ii. May 1 – Application cycle open
 - iii. May 31 – Application cycle close
 - b. May 2023 – November 2023 (and beyond?) – Tom updates
 - i. Need to build Schedule
 - ii. Review of applications (Staff / SC)
 - iii. SC meeting schedule to select projects
 - iv. Replies to applicants
 - v. Next steps for selected projects (flowchart)
8. Ad-hoc Items, if time allows
9. Next Meetings: (All, 10 min) (3/30, 4/12) / (1-3pm)