

MWTP SC
Notes April 12th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics? **No added topics**
 - b. Approve notes 3/30/23 - **approved**
 - c. Assign Notetaker for today - **Dwane**

2. Communication Documents (ALL, 5 min)
 - a. FAQ Sheet – *on Teams for SC review*
 - (1) Review and finalize today. **Wait until after webinars and include questions received in the FAQ and update**
 - ii. DW will post on Website – home page above “Subscribe here” - **done**
 - b. Communication Plan Final – *on Teams*
 - i. Final Word and PDF versions on Teams
 - (1) *Word to be the “living document” for revisions and improvements over time*
 - (2) *PDF static document to be used as a reference doc for Partnership messaging and outreach at present*
 - (3) Review and edit/update milestones through November 2023 (next application cycle)
 - (4) Finalize updates at May 17 meeting
 - (5) Plan to update after start of current application cycle

3. Webinar (External) (ALL, 60 min)
 - a. Web request made 4/11 announcing webinars on our website
 - b. Greg Lemon emailed announcement to our contact list
 - c. Deb has master slides with Partnership branding
 - i. **Built to facilitate each entities webinar presentations.**
 - ii. Planning Tool Webinar April 24th 4pm-6pm - Kylie, Brian, Adam - DI presentation outline run-through for SC today
 - iii. Ken provide intro for DI webinar. Where did this come from, why are we here, why the tool?
 - iv. PIT Crew to track and moderate Q&A for the panel – no open forum – mute participants
 - v. **Kylie walked through the outline.**
 - vi. **Trying to determine if chat is allowed with a webinar zoom meeting. Deb O looking into it. Yes Q&A is an option as long as it is enabled**
 - vii. **DI team will do a walk through with the PIT Crew.**
 - d. Project Program Webinar April 27th 4pm-6pm – Stephanie, Deb, Dwane
 - i. Practice run-through 4/21 meeting
 - (1) Start with an intro and then finish with FAQ. (Ken)
 - a. What is partnership and goals? How does this relate to other similar work in Montana or work that could be informed by this effort but not necessarily related to a program project , MDT projects, land trust work, BIL/IIJA grants.
 - (2) Set expectations for applicants (MSWP)– general model answers (selection criteria) – what are we looking for in application responses? Where can applicants find the answers?
 - (3) 5 steps of selection (FWP). Time frames, notifications to applicants (selected/not selected)
 - (4) Implementation (feasibility, time horizon, funding, agreements) (MDT)
 - (5) PIT Crew to track and moderate Q&A for the panel – no open forum – mute participants
 - (6) **Concerns with time of presentation. Made some edits. Not doing an example project. Put in a Q&A session in the middle to give people a break. Time is short and we need to get it done.**
 - (7) **Deb W has built a template for us all.**

(8) Privately shared google doc helps with sharing questions. MDT can't use google docs so use TEAMS.

4. Confirm or revise dates and status complete for deliverables (Tom, 30 min)
 - a. January 2023 – May 2023
 - i. Webinar – April 24, April 27
 - ii. May 1 – Application cycle open
 - iii. May 31 – Application cycle close
 - b. May 2023 – November 2023 (and beyond?)
 - i. Need to build Schedule
 - ii. Review of applications (Staff / SC)
 - iii. SC meeting schedule to select projects
 - iv. Replies to applicants
 - c. Next steps for selected projects (flowchart)**Tom presented the updated MWTP Schedule.**
5. HB 887 (DK, 5 min) – **bill tabled in committee. Second amendment for HB 2 also died.**
6. Website and Content (DW, 15 min)
 - a. Testing budget template – will post to website next week
 - b. Testing Application form – will post to website next week
 - i. **Sent to MDT staff.**
 - c. Application submittals, retrievals, processing
 - i. Distribution list for notification receipt of application submissions
 - ii. **Working with ISD to resolve these issues.**
 - (1) Dwane – Mike B. – what is process for applicant to submit application and attachments (potentially very large file) through the website?
 - (2) Where do they go?
 - (3) How do we get notified? (SC, PIT Crew)
 - (4) How do we retrieve them
 - (5) How do we provide access for staff review?
 - (6) Submittals will go to “back of the house” location for retrieval and processing
 - a. **All good. Put the applications into the warehouse as they come in. Maybe upload to Teams to facilitates each individuals desire on how to review them (individually vs one batch.**
7. *Internal Roll Outs – status update (ALL, 10 min)*
 - a. *Set staff expectations and time frames for application reviews*
 - b. *MDT plan for internal webinar – further detail (record)*
 - c. *FWP Putting a webinar or brown bag together for end of March/early April (record)*
 - d. *MSWP meeting and will rollout planning tool*
 - i. *MSWP any plans for follow up and/or recording?*
 - ii. *Meeting in May - 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.?)*
8. Ad-hoc Items, if time allows
9. Next Meetings: 4/21 10am-noon Presentation run-through
Planning Tool Webinar (4/24, 4-6pm)
Project Program Webinar (4/27, 4-6pm)
5/17, 10a-noon

Added mtgs

6/1 – 1 – 2pm touch base

6/27 – 1-3pm. Go no go meeting

7/25 – 1-3pm placeholder

8/29 1-3pm Consensus