

MWTP SC
Notes July 25th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics?
 - b. Approve notes 5/17 and 6/27
 - c. Assign Notetaker for today – **Deb O**

2. Communication Documents (DW, 75 min)
 - a. FAQ Sheet – V2 *Final on Teams* – **DW reviewed the final version – 20 pages!**
 - i. DW combined all webinar Q&A with the V1 FAQ into Final V2 FAQ
 - ii. DW/Bill to get uploaded to website (replace V1) – **will get it done!**

 - b. Communication Plan - June Draft
 - i. *June 2023 Draft Word version on Teams*
 - (1) TM edited some of the tasks within the Communication Plan on Teams to coincide with the attached schedule. And Kylie added a few lines as well.
 - **TM reviewed; added two zoom meetings/webinars for prospective applicants – do we need two?**
 - **First one (September) seems more important. Post recording. This zoom would be more informal than the last one we did.**
 - **Perhaps walk through the application and have folks ask questions by section of the application.**
 - **Some structure, but informal too.**
 - **Get rid of the October zoom and hold only one in September. 9/19, 4-6 pm**
 - **FWP to schedule with IT support and recording.**

ACTION: Everyone needs to look at this document and edit by the next meeting.

- (2) Review and edit/update milestones through November 2023 (next application cycle)
- (3) Determine what communications, if any, you want to send to Contacts between now and November application cycle – this needs to roll into our schedule**
- (4) Plan to update after start of each current application cycle
- (5) Next steps?

- c. May application cycle communications
 - i. *Revised draft email to Contact list on Teams* – **DW reviewed.**
 - **The email is an update (e.g., had no applicants) and “tips”.**
 - **We covered “good projects” not being implemented for a variety of reasons, and that they will (be encouraged to resubmit or) be told why they weren’t chosen.**
 - **Ken will make a revision. Including the “not perfect” comments.**
 - **Ken will get it done today or tomorrow morning.**

ACTION: All will review and approve by Friday. Deb W will work with Greg L to distribute thru gov delivery and July Contact list on Teams.

- ii. SC to discuss and agree on process for good projects not accepted during current app cycle
 - (1) Review and edit
 - (2) FWP to send out to Contact list via email

3. Review latest schedule of deliverables (Tom, 20 min)
 - a. *Revised by TM on Teams – TM reviewed.*
 - **Changed to revise and finalize materials (e.g., guidance documents on our website).**
 - **PIOs don't need to review again if it's just small updates.**
 - **Tom will update dates (e.g., zoom meeting).**
 - **Prep for the webinar/zoom should be added to the timeline – do this at the August 29 SC meeting.**
 - i. May 2023 – November 2023
 - ii. November 2023 – May 2024 – **this follows the same timeline as the first application cycle.**
 - **Start preparing for the spring 2024 cycle in December 2023.**
 - **Discussed if we would run feasibility for multiple projects at the same time. The answer is yes, but not likely all in the same MDT District.**
 - **Tom would welcome a review; he will keep it updated and share at future meetings.**
4. Updates needed ahead of November 2023 cycle (All, 10)
 - a. Application and guidance documents - **aka publication materials.**
 - b. Website content – **currently has dates for may cycle – need to update it for November. Update webinar button too.**
5. Explain value of STIP comments – better avenues to pursue to influence projects (DK 10) – **this gets back to Kylie's question if it is useful to comment on the STIP.**
 - **Deb W shared Dwane's recommendation - The best way to provide input is to establish relationships with the district bios and other district staff.**
 - **Engage there. It will depend on where they are in the process (i.e., early, late).**
 - **MSWP can gauge interest from their folks and provide input as one voice. Instead of a deluge.**
 - **Not all projects are on the website. Tom walked us through the active projects on the MDT website. Can search projects by funding year and other ways (e.g., scope).**
 - **2026 and 2027 may be the best projects to comment on as of 2023. The previous years may be too late/too far into the project. Bridge, reconstruction, and rehabilitation are the scopes providing some possibility of including wildlife accommodations**
 - **FWP/MDT used to have biannual meetings on STIP. Kylie was wondering if something like that could continue formally. Tom said let MDT think about it.**
6. Next Meetings:
8/29 – 1-3pm
9/15 – 9-11am working meeting
10/11 – 1-3 pm

Ad hoc item:

- **How do other folks (e.g., private, NGO, philanthropists) get to donate to these projects? MOLF? Is there a foundation that can hold money?**
- **MDT can accept donations are possible, but the process is not standardized. Doesn't happen often. Institutional knowledge is gone. Deb W and Tom will discuss with Dwane.**