

MWTP SC
Agenda January 25th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics?
 - b. Approve notes 1/11/23
 - c. Assign Notetaker for today
2. PI Assistance (DK, 10 min)
3. Communication Plan (60 min)
 - a. MWTP Press Release_Draft#3.LEMON (Daniel)
 - i. Director quotes needed ASAP
(excitement to drive projects forward, importance of collaboration/partners)
 - ii. Ready ahead of 2/20 launch of PT and Program
 - b. FAQ re MWTP-V1 (Brooke)
 - c. Final Contact List (DK)
 - i. Gov delivery, website contacts, media contacts (Greg/Lori)
 - d. TWS Presentations (February 14-17) (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 (time with application release?)
 - iv. Who is setting up presentations and webinar?
 - f. Internal Roll Outs – status update (ALL)
 - i. Who needs to do what, when?
 - (1) MDT – notified Administrators (email 1/5)
 - (2) MDT Engineering Bureau Chiefs and district staff to attend a meeting in February
 - (3) FWP including in all agency notes going out soon.
 - (4) FWP Putting a webinar or brown bag together for mid or end of March
 - (5) MSWP – everyone is anxiously awaiting the materials and education
 - (6) 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.?)
 - g. Key messaging (PI Assistance?)
 - i. Talking points
 - ii. Media responses
 - iii. What NOT to say
 - iv. Resource for Partnership and staff to pull from
 - v. Refine messaging and tactics for target audiences
4. TRCP Update (DK, 5 min)

5. SC and DI Docs (DW, 15 min)
 - a. All documents are finalized
 - b. Working with IT to update website and upload documents
 - c. Working with IT to create fillable application form
 - i. Character limitations allowed per section/answer
(3000 = 430-750 words), (4000 = 570-1000 words), (5000 = 715-1250 words)
 - ii. Radio buttons for attachments per section – can open from that section, not as separate attachments
 - iii. Budget worksheet will be excel sheet embedded within application (if possible)
 - d. Distribution lists
 - i. Need list for Contacts (from webpage) – SC, DI, PIT
 - ii. Need list for Media requests
 - iii. Need list for notification receipt of application submissions
 - (1) Submittals will go to “back of the house” location for retrieval and processing
6. Confirm or revise dates and status complete for deliverables (Tom , 15 min)
 - a. January 2023 – May 2023
 - b. May 2023 – November 2023 (and beyond?)
 - i. Review of applications (Staff / SC)
 - ii. SC meeting schedule to select projects
 - iii. Replies to applicants
 - iv. Next steps for selected projects (flowchart)
7. Next Meetings: (All 10 min)
 - a. February 8 (1-3 pm)
 - b. February 23 (1-3 pm)
 - c. March 16 (1-3 pm)