

MWTP SC
Notes June 27th, 2023

1. Introductions and agenda (All 5 min)
 - a. Topics? **No additional topics**
 - b. Approve notes 5/17 - **Put on hold until next meeting – some members on the road and did not review.**
 - c. Assign Notetaker for today - **Dwane**

2. Communication Documents (DW, 50 min)
 - a. FAQ Sheet – *Revised draft on Teams for SC review*
 - i. SC review and final edits
 - SC did a review of FAQ. Paul Sturm did edits on the D&I, Kylie and Deb did comments on the Project Program. Deb W. will do a review of both FAQs and try to assemble them.**
 - ii. Select the Q&As for the FAQ sheet – or do you want to include all of them?
 - Include all unless can be combined or duplicative.**
 - iii. **DW will review, edit, and post final on website – home page above “Subscribe here”**

 - b. Communication Plan June Draft
 - i. *Draft Word version on Teams*
 - (1) Review and edit/update milestones through November 2023 (next application cycle)
 - (2) Determine what communications, if any, you want to send to Contacts between now and November application cycle
 - (3) Plan to update after start of each current application cycle
 - Kylie added two additional lines. We all need to review the timeline and make edits or recommendations ahead of July 25th meeting.**

 - c. May application cycle communications
 - i. DK sent one-pager to the Director’s MDT and FWP - **Done**
 - ii. Draft email to Contact list
 - (1) Review and edit
 - (2) FWP to send out to Contact list via email
 - **Deb W. will revise draft on Teams**
 - **Need SC to review and comment on this ahead of meeting July 25th.**
 - **SC needs to discuss a few items pertaining to process of application submittal, acceptance/rejection, and implementation related to capacity and funding, resubmittal of good applications in future cycles, etc.**

3. Confirm or revise dates and status complete for deliverables (Tom, 20 min)
 - a. May 2023 – November 2023
 - b. **November 2023 – May 2024**

4. Ad-hoc Items, if time allows

5. Next Meetings:
 - 7/25 – 1-3pm placeholder – hold - **yes**
 - 8/29 – 1-3pm Consensus – change to working meeting – **yes**
 - 9/15 – **9-11am working meeting**