

**WNY PRISM Steering Committee Minutes**  
**Thursday, October 2<sup>nd</sup> 2014; 3:00 – 5:00 pm**  
**Buffalo Niagara Riverkeeper Office**

**In Attendance:** Jennifer Tait (DEC), Kerrie Gallo (Buffalo Niagara Riverkeeper), Christopher Pennuto (Buffalo State College), Andrea Locke (WNY PRISM), Mike Goehle (USFWS), (on phone) Meg Janis (NYSOPRHP), Jim Berry, Paul Fuhrmann (Ecology and Environment)

**Steering Committee Member Updates**

Jennifer Tait – Spot application of herbicide was conducted on September 16<sup>th</sup> to address patches of hydrilla that remained after the initial treatment, done in July. The treatment went very well and appears to have been effective, but a follow-up survey will take place later this month. Kerrie Gallo – Riverkeeper wrapped up their Conservation Strategy Project, continued with their seed collection for the Niagara Greenway project, published a new Native Plant Guide and getting ready for the implementation phase of the Living Shorelines projects. Christopher Pennuto –Noted the increase in pale swallow-wort throughout the region and encouraged people to go out and map populations while they are easy to spot (seed pods) Mike Goehle – (representing USFWS for Steering Committee Member Sandy Keppner) Updates on electrofishing surveys and reported on round goby being found in a tributary to French Creek – currently outside of Great Lakes Basin, but moving closer. Paul Fuhrmann– USACE and ENE are looking at sites along the Niagara River for invasive species projects, but this is still in the beginning stages of developing objectives and deliverables. At Times Beach, ~35 species were found coming back from the areas that were treated for phragmites. Meg Janis –Seasonal crew was very busy with Hemlock Woolly Adelgid (HWA) and Emerald Ash Borer (EAB) surveys in Allegany SP and Letchworth SP. HWA was found at 6 sites in Allegany, but was light and not interior to the park. Letchworth has a more established infestation. EAB was found in a number of locations including Niagara Falls SP where selected trees will be treated – mostly within higher public use areas, addressing public safety. Jim Berry– No Updates.

**PRISM Updates**

- Seasonal Crew (Stewards (3) and Education & Outreach Assistant (1))
  - Finished in early September
  - Attended 22 events including farmer’s markets, county fairs, festivals and environmental events
  - >2500 observations into iMapInvasives, including 58 unique species, 6 counties and 19 sites
  - Assisted Partners with IS removal activities including Japanese knotweed and pale swallow-wort removal at Tiff Nature Preserve, water chestnut removal at Jamestown Audubon and brush removal at WNYLC Niagara Escarpment Preserve.
- GLRI/EPA RFA
  - Grant Proposal for “Lake Erie Watershed Invasive Species Control Program” was submitted by Erie County Soil and Water Conservation District with WNY PRISM as a sub-awardee
  - Focus of grant is on Japanese knotweed removal and building capacity
  - Should find out if funded sometime in November
- Grants
  - Boat US \$10,000 innovation grant
  - Northeastern IPM, multi-state grant (\$50,000)
  - WNY PRISM will continue to distribute grant opportunities through the Listserve as they come-up
- Upcoming Events

- Upcoming Meetings/Events included the PRISM Leader's Meeting and Alverna Heights IS Workshop on 10/8, EAB Taskforce Meeting (10/9), Oak Orchard Workshop (10/14) and NYSFOLA Western Region Annual Meeting on 10/18.
- WNY PRISM Full Partnership Meeting/Annual Meeting will be on Thursday, December 4<sup>th</sup>, at Iroquois National Wildlife Refuge, time TBA.
- Watercraft Inspection Stewardship Workshop sponsored by NYS Sea Grant and DEC will be held in spring 2015. This workshop is for all those interested in starting a boat launch/stewardship program.

### **Letters of Support**

Letter of Support was received from New York Sea Grant and shortly after the meeting from NYS Department of Transportation and NYS Office of Parks, Recreation and Historic Preservation. The importance of having letters of support for WNY PRISM was stressed by Paul Fuhrmann. There is a lot of power in having a more formalized partnership and having the letters of support on hand allows PRISM and all of the Partners the ability to show the regional cooperation.

Next Steps:

Steering Committee Member Organization will continue to work on providing Letters of Support to Andrea for WNY PRISM

### **Strategic Planning**

Based on everyone's comments from our last Steering Committee Meeting, Andrea updated each of the Goals and respective Objectives, Outputs and Outcomes. There was general consensus that the goals and objectives were in good shape and that WNY PRISM can move forward. Jen Tait talked about the broad nature of the strategic plan and wanted to insure that greater detail as far as specific tasks would be included. These specifics will be developed and included in each of the annual work plans.

Next Steps:

Andrea will finalize the Goals, etc. and begin working on the body of the 5-year strategic plan over the winter (2014/2015)

### **2015 Work Plan**

We had a short discussion on identifying High Probability Areas (HPA) (areas where new-to-the-region invasive species are most likely to show up first). Identified areas included fishing accesses, trail heads, boat launches, camping sites, new construction, municipal compost sites, roads/repair and construction projects.

Next Steps:

Andrea will develop a draft 2015 Work Plan and provide to the Steering Committee for comments. The 2015 Work Plan should be available during the Full Partnership Meeting in early December.

### **Working Groups/Committees**

A number of the other PRISMs have various working groups, groups dedicated to specific core functions of the PRISM in question. At this point WNY PRISM doesn't have working groups, but as regional needs have become more apparent over the past year, it was important to talk about the possibility and/or need of these types of committees. Both Working Groups and Ad Hoc Committees were discussed for a number of topics. An Education and Outreach Working Group was strongly supported while others mentioned would be Agriculture, Aquatic/Terrestrial and EDRR. Other topics were considered better suited for Ad Hoc Committees. These would be the development of Invasive Species Prevention Zones,

identification of conservation targets, and early detection/prevention/approaching region lists. These groups would be open to all WNY PRISM Partners and not limited Steering Committee Members.

**Next Steps:**

Andrea will develop Working Groups and Committees for the Full Partnership Meeting and have sign-up sheets available for interested groups and individuals.

**Other Topics**

- Hemlock Woolly Adelgid (HWA) was observed on a single tree within Zoar Valley MUA (TNC's Deer Lick Preserve). An effort is underway to quickly pull together volunteers to do a broader survey of Zoar Valley MUA, concentrating on the area with the highest probability of having HWA. The hope is that HWA was caught early enough that it can be treated this fall, before the ground freezes.
- New Rules and Regulations from DEC, 6 NYCRR Part 575 Prohibited and Regulated Invasive Species and 6 NYCRR Part 59.4 and 190.24 Aquatic Invasive Species Regulations at DEC Boat Launching and Fishing Sites. A document with all New York State Laws and Regulations regarding invasive species is now available on the [nyis.info](http://www.nyis.info/user_uploads/files/NYS%20Invasive%20Species%20Legislation%20and%20Regulations-short-2014.pdf) website under NYS Response.  
([http://www.nyis.info/user\\_uploads/files/NYS%20Invasive%20Species%20Legislation%20and%20Regulations-short-2014.pdf](http://www.nyis.info/user_uploads/files/NYS%20Invasive%20Species%20Legislation%20and%20Regulations-short-2014.pdf) )

**Next Full Partnership Meeting:**

Thursday, December 4th 2014; 1 - 3 PM; Iroquois National Wildlife Refuge

**WNY PRISM Steering Committee Minutes**  
**Thursday, July 31<sup>st</sup> 2014; 3:00 – 5:00 pm**  
**WNY PRISM Office – Great Lakes Center Field Station**

**In Attendance:** (in-person) Alisia Vilonen (DOT), Jennifer Tait (DEC), Kerrie Gallo (Buffalo Niagara Riverkeeper), Christopher Pennuto (Buffalo State College), Andrea Locke (WNY PRISM), Mike Goehle (USFWS), (on phone) Eryn Iacovitti (NYSOPRHP), Greg Sargis (The Nature Conservancy)

**Steering Committee Member Updates**

Jennifer Tait – The Council of Great Lakes Governors (and Premiers) Mutual Aid Agreement was signed by Governor Cuomo, more information can be found at [www.cglg.org](http://www.cglg.org), DEC (w/ Army Corps, WNY PRISM and Parks) had a booth at Canal Fest in North Tonawanda, primarily focusing on hydrilla and the upcoming treatment – which was completed the following week. DEC is offering letters of support for those applying for GLRI EPA grants this cycle, proposals must match priorities. Kerrie Gallo – Second phase of river bend sites, conducting trout assessment of spawning trout populations, Boat Stewards are out this summer – funded through aquatic invasive species grant, working on Living Shore project at the N. Tonawanda Botanical Garden and kayak tours have been popular this year. Jennifer Tait brought up the continuing hydrilla treatments (likely for next year and possibly beyond) with regard to the Living Shores project and potential impacts on native plantings at or near the water level. Christopher Pennuto – Will be holding a Master Teacher's Training Workshop with strong invasive species education component on Monday and Tuesday (8/4 & 5) of next week. Mike Goehle – (representing USFWS for Steering Committee Member Sandy Keppner) All 2013 grants have been closed and now working on 2014, working on electro fishing and benthic sledging in Harbor and Lake Erie, there has been minimal water chestnut found in within the project area, Great Lakes Festival went very well and may have found a more permanent home in Dunkirk, where it was held this year. Alisia Vilonen– Work continues with invasive species removal on mitigation sites along 219. Eryn Iacovitti – (representing NYSOPRHP for Steering Committee Member Meg Janis) The traveling invasive species strike team has been very active this summer, currently in Niagara region, but have also done a lot of work in Allegany, EAB was seen in the Niagara Gorge. Greg Sargis– Hydrilla crews are in Pennsylvania and Ohio, moving towards NY, hydrilla hunt webinar is being held on August 7<sup>th</sup>.

Next Steps:

Permitting - Andrea will send out a reminder about the Hydrilla Hunt Webinar next week.

**PRISM Updates**

- Seasonal Crew (Stewards and Education & Outreach Assistant) – finish up in 5 weeks
  - Mapping Invasives
  - Invasive Species Removal projects with partners
  - Attending community events, fairs and farmer's markets
- Invasive Species Awareness Week
  - Successful week, currently pulling together metrics
  - Events included iMap workdays, Jamestown Audubon water chestnut pull, CCE events
- Website/Online Media
  - Twitter and Facebook are being regularly updated
  - Looking into options for WNY PRISM specific website – will wait for next year to begin development
- GLRI – EPA Grant/RFA
  - Bonnie Lawrence (Erie County Environment & Planning) brought together a number of groups to discuss the possibility of a joint application. After discussions, decision was to move forward.
  - Erie County Soil and Water Conservation District (ECSWCD) will be the primary applicant with WNY PRISM being a possible sub-awardee.

- Kerrie – Buffalo Niagara Riverkeeper is possibly submitting a proposal in a different category (not invasive species), but may contact PRISM about a possible addition to our joint proposal with ECSWCD.

### **Letter of Support**

Draft/Template Letter of Support was provided to Steering Committee Prior to the meeting and committee members were asked to check with supervisors and/or head offices to see if the format provided them with something they could sign. Meg Janis checked with Parks and they gave the go-ahead. Alisia has sent the draft to the necessary people with DOT and is waiting on hearing back. Conversation centered on the Letter of Support emphasizing a show of support and not as a binding commitment to provide time and/or services. At this time, WNY PRISM is asking Steering Committee Member Organizations to provide a Letter of Support, in turn making them official Partners. In the future, other organizations and partners may be asked to provide Letters of Support as well. Those present felt that this was doable and while they still need approvals to sign, we felt comfortable with this template and will move forward.

#### **Next Steps:**

Steering Committee Members – Acquire necessary permissions, draft and submit Letter of Support to WNY PRISM by October 1<sup>st</sup>, 2014.

### **Strategic Planning**

Prior to the Steering Committee Meeting, Andrea provided Members with Goals (6 – Partner/Network Coordination, Information Management, Education and Outreach, Prevention, Early Detection and Rapid Response, and Management and Habitat Restoration) and their corresponding Objectives, Strategies, Outputs and Outcomes. Steering Committee Members discussed each of the Goals separately and have overarching conversations about prioritizing, scope and dates set within the plan. Most comments were directed to a specific strategy or objective and changes were indicated for moving forward. These included specific wording or strategies that could be combined or were redundant.

Discussions included not prioritizing on the Goal level (Goals 1 – 6), since each of these goals have been identified as priorities, but rather keeping the prioritization within the Goals (Objectives and Strategies). The concern was that WNY PRISM needs to remain responsive to opportunities that arise and shouldn't be restricted by potentially having Information Management being 'higher' priority than Early Detection and Rapid Response (EDRR). In this example, Information Management may have been listed as a higher priority because that framework would be necessary in order to do appropriate EDRR.

Kerrie suggested including language recognizing that Prevention is not only preventing species from entering and establishing in WNY, but also preventing species from spreading out from WNY to other regions. Kerrie also suggested the need to further address continuing management of sites where invasive species removal projects have already occurred and a focus on identifying and addressing seed sources/source populations. Each of these suggestions found agreement with everyone present.

Mike suggested a need to further flush out what WNY PRISM's rapid response will look like (developing protocols) and talked about some of the drills and mock scenarios he has taken part in with some of his electro shocking work. This led to a discussion about the many types of rapid response and how different protocols will be necessary. In some cases, WNY PRISM may be able to respond wholly itself, but in many cases it will require the cooperation of many different groups and agencies. This will need to be sorted out and should be indicated in the Strategic Plan.

Next Steps:

Andrea will look at the provided Strategic Plan template/guiding documents from DEC to determine any prioritization requirements, update the goals based on conversations and develop a first draft of the Strategic Plan to provide for further comment.

### **High Probability Areas**

We had a short discussion on identifying High Probability Areas (HPA) (areas where new-to-the-region invasive species are most likely to show up first). Identified areas included fishing accesses, trail heads, boat launches, camping sites, new construction, municipal compost sites, roads/repair and construction projects.

Next Steps:

Andrea will work on identifying a list of HPA

### **Next Steering Committee Meeting:**

Thursday October 2<sup>nd</sup> 2014; 3 – 5 PM; ~~Location TBA~~ Buffalo Niagara Riverkeeper

### **Next Full Partnership Meeting:**

~~Thursday, November 20<sup>th</sup> 2014; 6 – 8 PM; Location TBA~~

Thursday, December 4th 2014; 6 – 8 PM; (Iroquois National Wildlife Refuge – not yet confirmed)

**WNY PRISM Steering Committee Minutes**  
**Thursday, March 27<sup>th</sup> 2014; 3:00 – 5:00 pm**  
**Ecology & Environment, INC.**

**In Attendance:** (in-person) Paul Fuhmann, Alisia Vilonen, Bob Smith, Jen Tait, Evyn Iacovitti, Shanna Shaw, Helen Domske, Andrea Locke, (on phone) Jeff Diers, Jim Berry, Sandra Keppner, Lynn Greer

**Steering Committee Member Updates**

Jen Tait (NYSDEC) – hydrilla treatment begins this summer, Army Corp will be contracting the work, DEC is hiring an invasive species intern for a few months this summer. Shanna Shaw (NRCS) – covers 13 counties, focuses on private lands and habitat work, in an agriculture setting, she oversees contracts and works a lot with managing invasive shrubs and wetlands. Helen Domske (NY SeaGrant) – SeaGrant is hiring seasonal stewards for boat launch program in Oswego and Salmon River, continues with public, K-12 and university education, State of the Lakes Meeting will be held on April 10<sup>th</sup>. Paul Fuhmann (E&E) discussed the state of invasive species work in the region, the increased and wide-spread nature of projects have people being stretched thin. Paul would like to see a database that brings together project information across ownerships and agencies along with increased invasive species information. Alisia Vilonen (DOT) – works mainly in capital projects and is currently working in a large wetland restoration project spraying invasives. Alisia is also working on getting DOT information into iMap and is a certified pesticide applicator. Evyn Iacovitti (NYSPRHP) – Meg Janis wasn't able to make the meeting, so Evyn came to represent Parks and updated us on the hiring of a strike team and boat stewards for this summer. Jeff Diers (SUNY Fredonia) - updated committee on water chestnut outreach and eradication efforts in Chautauqua County and a meeting held earlier today. On behalf of the water chestnut working group, WNY PRISM drafted a letter that is being sent out to area business owners along with informational fliers for dispersal to the public. Jeff raised some questions about eradication efforts (mostly hand pulling) and what type of permits may or may not be necessary to obtain for these efforts. Jim Berry (RTPI) also spoke about concerns over permitting with respect to water chestnut efforts and is looking for information on wetland designations and regulations. Lynn Greer (USACE) will be working with Jen Tait on the hydrilla project in Tonawanda Creek, there will be a public information meeting within the next few weeks, excited about Invasive Species Awareness Week and is looking for a way to be involved. Bob Smith (NYS Nursery & Landscape Assn.) – spoke at the nurseryman's conference and people there were very interested in PRISM. Bob also encourages PRISM to get out into all of the counties and interact directly with all of the various stakeholder groups and communities.

**Next Steps:**

Permitting - Andrea will look into permitting requirements for hand pulling water chestnut in different ownerships, Lynn Greer will check within Army Corp as well.

**Strategic Planning**

Chris and Andrea met with a facilitator (Laura Ryan, LAMA Innovations) to discuss the 5 year strategic plan. We had a good conversation and decided to move forward with Laura. We talked about some ways to go about creating the strategic plan, but the best option presented was to schedule 2 full day sessions, back-to-back. We understand this is a significant time commitment and every attempt will be made to ensure this planning will be run efficiently with regard to time management and effectiveness of planning. Suggested dates included April 22 & 23 or May 12 & 13.

**Next Steps:**

Determine dates for the strategic planning sessions

Andrea will complete pre-work to ensure our planning time is used most effectively

**PRISM Updates**

- Operational Guidelines finalized
- iMapInvasives Trainings – good response so far

- May 14<sup>th</sup> @ Roger Tory Peterson Institute, Jamestown, NY
- June 7<sup>th</sup> @ Lockport Public Library, Lockport, NY
- Invasive Species Awareness Week (July 5<sup>th</sup> – 12<sup>th</sup>)
  - Website including a calendar of events will be live soon - around 4/11
- PRISM Leaders Meeting - Boot Camp
  - Great meeting that provided important clarification to DEC Grant deliverables, time tables and funding rules/limitations
  - Invasive Species Management Plans were clarified to be site and/or project specific. A region-wide ISMP does not need to be completed
- Seasonal Hires – good response so far, application deadline is Friday April 4<sup>th</sup>.

### **2014 Annual Work Plan**

- Draft 2014 Annual Work Plan was distributed to Steering Committee Members prior to meeting for review.
- This work plan was based off of the DEC Grant Scope of Work, while future annual work plans will be based on the Strategic Plan.
- Website
  - The need for a more informative and easy to navigate (more user friendly) website was discussed.
  - NYIS website has limited functionality for PRISM Leaders to make additions and other PRISMs have developed independent websites - this may be something WNY PRISM will need to consider.
  - Efforts should be made to improve the website this year, as quickly as possible
  - Lynn suggested getting a facebook page up and running and using the listserve/emails as a way to get information out while working on website ideas/development
- Invasive Species information
  - There is a need for more comprehensive information on invasive species including technical and treatment options for the public.
  - There is currently a project underway to bring together invasive species information and make it available as part of the Clearinghouse. This effort is being led by Cornell Cooperative Extension. Andrea suggested waiting until we have a better idea of what this will look like before taking this on independently
- Information for Prioritization
  - Andrea brought up regional prioritization of sites & habitats, for management activities.
  - Paul suggests that the information exists to create a database for aiding in the decision making for priority areas. Some of this information is proprietary and often in the hands of individual landowners.

### **Next Steps:**

- Steering Committee Members will provide Andrea with any new thoughts or additional comments
- Andrea will update and finalize 2014 Annual Work Plan

### **Cooperative Agreement**

A draft Cooperative Agreement was provided to the Steering Committee prior to the meeting. Discussion began with an explanation of the intent for this Cooperative agreement, which is primarily to show broad support for the existence and mission for WNY PRISM and show that our region is working together to achieve our mutual goals. It is also intended to lay out the basic framework for what that cooperation will include, specifically keeping each other informed about the activities we are doing and providing each other with expertise and input. While the intent for the Cooperative Agreement was agreeable and had strong support within the Steering Committee, there was concern over Partner's ability and desire to actually sign the agreement due to how it is presented and structured. Concern

centered on potential legal implications of signing the document. An expectation is that most agencies and many organizations would not be willing to sign such a document or be willing to place the document under the legal/agency scrutiny that would be necessary to get signature approval.

The language used in the Cooperative Agreement came from a PRISM/DEC template, so it is possible that other PRISMs have had the agreement already approved by various organizations, eliminating some of the concern. We also discussed ways of making the document less formal, using different language or offering the option for organizations to provide letters of support.

Next Steps:

Andrea will follow-up with PRISM leaders to see if the agreement has already passed organizational scrutiny, find examples of potential alternatives, including simplified language and letters of support.

### **Full Partnership Meeting**

- Tentative date for our first Full Partnership Meeting is Thursday, June 5<sup>th</sup>.
- The Cornell Extension office in East Aurora and Senior Citizens Center in West Seneca were offered as options. Concern over having the meeting in Erie County was raised due to potentially keeping participants from further out from participating. Attempts to rotate the location of meetings to encourage greater participation will be made, but there is also an understanding that southern Erie County is a central location for the WNY PRISM region.
- Ideas for making the most of this meeting included some presentations and/or having a panel discussion with Partners discussing their roles, along with a question session.
- Advertising for the meeting should occur as soon as possible

Next Steps:

Andrea will set a location and develop an agenda/plan to send out for comments

### **Other Business**

- Andrea asked for some help tracking down examples of volunteer waivers and a number of names/organizations were provided
- Bob and Paul talked about getting the PRISM message and brand out into the public's mind through different forms of media (print, radio), offering a few contacts to follow-up with.

### **Next Meeting:**

Thursday June 5<sup>th</sup> 2014; 6 – 8 PM; Location TBA

Steering Committee will meet from 6:00 – 6:30 pm

Full Partnership Meeting will be from 6:30 – 8:00 pm

**WNY PRISM Steering Committee Minutes**  
**Thursday, January 30<sup>th</sup> 2014**  
**Woodlawn Beach SP**  
**3:00 – 5:15 pm**

**In Attendance:** Gregg Sargis, Paul Fuhmann, Bob Smith, Kerrie Gallo, Meg Janis, Jeff Diers, Jim Berry, Sandra Keppner, Chris Pennuto, Andrea Locke

**Welcome and Introductions**

- General Introductions, each Committee Member spoke on their background and affiliations
- Discussed current Steering Committee composition, Paul suggested adding Native member and Kerrie suggested taking a look at the geographic and county representation to make sure entire region is represented and look at disciplinary areas such as agriculture
- Meg Janis will serve as SC representative for NYS Parks and let us know that she will have a crew of 4 interns this summer to working on invasives – possible model for future crews

Next Steps:

Andrea and Chris will look into additional Steering Committee needs

**Operational Guidelines**

- Draft Operational Guidelines were distributed to Steering Committee Members prior to meeting for review.
- Suggested changes and additions include adding a description for the role of the Steering Committee, defining Director and Coordinator positions and including language on voting rules, rights and member requirements.

Next Steps:

Andrea will update Operational Guidelines and send out to SC members for further comment

**Meetings**

- We discussed how other PRISMs are handling Steering Committee and Full Partnership Meetings, the later held 2x per year to a) highlight upcoming field season and b) highlight accomplishments
- Steering Committee Meetings will be open to anyone who would like to attend
- Steering Committee Meetings will be bi-monthly, or more frequently as needed for specific tasks
- Without an option that will work perfectly for all Steering Committee Members, we will continue to meet on the last Thursday of every other month, from 3 – 5 pm, keeping open the option to adjust time if necessary
- Discussed options for Full Partnership Meetings, including holding those meetings in the evening with the Steering Committee meeting for an undetermined time prior to full meeting
- Options for call-in/web conferencing and increased email discussion options will be looked at for future meetings, to ease travel, time and schedule issues

Next Steps:

Andrea will integrate discussions into updated draft of Operational Guidelines and upcoming Cooperative Agreement and distribute a tentative Meeting Schedule

### **Scope of Work and 2014 Work Plan**

- General Discussion
  - Keep work plan realistic, don't overload with specific tasks while allowing for a few specific programmatic goals that will show progress and give us something tangible to report on
  - Look at partnering with organization on events and activities already planned for 2014
  - Be sure not to overlook grant deliverables and time tables
  - Place a focus on building up a network
- Get the word out – ideas town clerks required to send stuff out to constituents if they receive it, get a press release from DEC, get placed on more agendas of other groups in region
- Strong suggestion to focus on iMapInvasives as a core initiative – Jim reminded that data collection and training are primary objectives
- Create Intern Position Descriptions
  - WNY is a large area and cost for travel etc. could be sizeable – look at possibly housing interns with partners such as RTPi
  - Intern needs and role possibilities include communications, education and outreach, invasive species surveying and program development (boat stewards)
- Boat launch/stewards program
- Educational material creation/compilation
- Volunteer recruitment
- Potential IS Conference
- Eradication events
- Creating Website
- Creating Community Calendar
- Create table top/trifold display for use at conferences, tradeshow, fairs
- Create 1-page WNY PRISM flier

#### **Next Steps:**

Andrea will draft a 2014 Work Plan and circulate for SC comments

Andrea will draft Intern Positions and circulate for SC comments

### **Strategic Plan**

- Budget has funds identified for hiring facilitator
- ½ day to full day brainstorming session to kick off discussions
- Use of sub-committee may be good option moving forward
- Concern over being too detailed – keep as a working document

#### **Next Steps:**

Andrea and Chris will discuss use of facilitator and consider dates for initial planning session

### **Other Discussions**

- Time concerns – not all Steering Committee members have the same flexibility with time
- Need to clarify how outside partners can interact with PRISM in grant writing without just having PRISM be a match item in budget
- Cooperative/Partnership Agreement upcoming – Andrea will seek examples

#### **Next Meeting:**

Thursday, March 27th 3 – 5 pm; Location TBA