

1. Coordinate PRISM Partner Invasive Species Management Activities

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Collaborate with various stakeholder groups, community leaders, the New York State Invasive Species Advisory Committee, and other PRISMs and partners.	Attend PRISM leaders meeting and participate in monthly invasive species calls	PRISM Leaders, DEC, IS Clearinghouse, CCE, Partners, Steering Committee	AL	quarterly/ monthly	
	Meet with Partners to develop new relationships and to further strengthen the network	Steering Committee, Partners	AL/CP	ongoing	
b. Share information and resources within WNY PRISM.	Coordinate bi-monthly Steering Committee Meetings and distribute minutes to all partners	Steering Committee, Listserves	AL	odd months	
	Coordinate Full Partnership Meetings (semi-annually) and distribute minutes to all partners	Steering Committee, DEC, All Partners, Listserves	AL/CP	May/Nov	
	Update NYIS website and explore possibility of independent website for easier navigation	NYIS, Clearinghouse	AL/Intern	ongoing	
	Increase species specific information accessibility online	NYIS, Clearinghouse, CCE	AL	ongoing	
	Utilize listserve and community calendar to share information on volunteer events, educational opportunities, meetings and invasive species news and updates	Listserve, Calendar	AL/Intern	ongoing	
	Develop facebook page	facebook	Intern	June	
c. Identify needs for WNY PRISM.	Work with Steering Committee to help identify management, education and outreach needs for WNY PRISM	Steering Committee, Partners, CCE	AL	ongoing	
	Utilize listserve/partners to help identify priorities for WNY PRISM - survey	Listserve, Partners	AL	January	
e. Conduct regional invasive species management planning.	Work with Partners to identify important or priority invasive species management areas and potential invasive species prevention zones.	Partners, INC, iMapInvasives, NYSPHP, NHT, GIS/USFWS critical habitat maps	AL	as needed	
	Work with Partners to assist with development of project and/or site specific invasive species management plans, as needed and based on strategic plan	Partners, Preserve Managers, Private Lands	AL	as needed	

1. Coordinate PRISM Partner Invasive Species Management Activities, Cont'd					
Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
f. Highlight WNY success stories and challenges in invasive species management.	Develop eNews newsletter/updates with contributions from partners and distribute	Listserve, facebook, GLC newsletter	AL/Intern	ongoing	
g. Provide Cooperative Agreement/Letters of Support from WNY PRISM Partners to DEC ISU	Develop Cooperative Agreement to be signed by Partners (and provide Letter of Support option for those Partners that may be unable to sign Cooperative Agreement).	DEC	AL	October	
h. Hire (4) Interns	Develop Job Descriptions and post (4) 15 week intern positions	The Research Foundation, Listserve	AL/CP	February	

2. Recruit and Train Volunteers					
Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Recruit volunteers	Identify and contact groups, organizations and other parties that may be interested in volunteering	Partners/Listserve	AL/Intern	June	
	Develop Volunteer Stewardship Program		AL/Intern	ongoing	
	Develop Volunteer Waiver	USFWS, RiverKeepers, Tift NP	AL	April	
b. Organize training sessions on invasive species identification, monitoring, management, and/or prevention	Provide at least 2 iMapInvasives Trainings for WNY PRISM region volunteers	iMapInvasives	AL	May/June	
	Support Partner organized trainings through presence and advertising	website, calendar, listserve	AL/Intern	ongoing	
	Assist Partners with 'getting-the-word-out' about volunteer opportunities and trainings	calendar, listserve	AL/Intern	ongoing	
	Ensure training is consistent with NYSISD format	iMapInvasives	AL	ongoing	
c. Compile list of volunteers, activities and hours contributed to PRISM projects	Create database/spreadsheet to track volunteer information		AL/Intern	June/ongoing	
	Maintain volunteer database		AL/Intern	ongoing	

3. Identify and Meet PRISM Education and Outreach Needs

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Track list of educational programs offered, events attended, and/or materials produced.	Create Community Calendar to provide source of educational opportunities for public and keep updated	Calendar, Partners	Intern	June/ ongoing	
	Create database/spreadsheet to (and) track programs offered and/or attended.		AL/Intern	April	
	Create database/spreadsheet to (and) track educational materials developed.		Intern	Summer	
b. Identify educational and outreach needs and develop effective invasive species management materials.	Work with Partners to identify educational and outreach needs within WNY PRISM region.	Steering Committee, Survey	AL	ongoing	
	Create WNY PRISM informational flier	PRISM google drive	AL	May	
	Compile and develop effective invasive species management materials and distribute.	IS Clearinghouse, DEC, Stop Aquatic Hitchhikers	AL/Intern	ongoing	
	Develop table top/trifold display for use at events, fairs and conferences		AL/Intern	April/ ongoing	
c. Quantify number of participants.	Create spreadsheet to effectively track and quantify number and demographics of participants in educational and outreach events.		AL	February	

3. Identify and Meet PRISM Education and Outreach Needs, Cont'd

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
d. Provide Educational Opportunities for WNY PRISM residents	Plan Invasive Species Workshops (possible workshop include AIS, Terrestrial IS, Emerging Invasive Species)	Great Lakes Center, Dr. Frances Lucy	AL		
	Plan and conduct formal presentations for residents on WNY PRISM, PRISM network and invasive species topics (5)	Partner Conferences, Groups (ie master Gardeners)	AL/CP	ongoing/ as requested	
	Take part in community events to provide WNY PRISM, PRISM network and invasive species information to residents (nursery/landscape tradeshow, county fairs, farmer's markets). (5)	Steering Committee, All Partners	AL/Intern	ongoing	
	Coordinate iMapInvasives Workshops (2)	iMapInvasives	AL	May/June	
	Develop Boat Stewards/Boat Launch program to education boaters on invasive species and prevention.	SLELO, Clean Boats Clean Waters	AL/Intern	June-September	
e. Provide Continuing Education and Professional Development Opportunities WNY PRISM Staff	Attend Continuing Education workshops and training (ie HWA training)	NYSRHP, DEC, CCE	AL/CP		
	Attend conferences as available, appropriate and needed		AL/CP		

4. Establish Monitoring Network for Early Detection of Invasive Species

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Establish a volunteer monitoring network for early detection of invasive species.	Train Partners and volunteers in iMapInvasives and identification of invasive species	iMapInvasives	AL	May/June/ongoing	
	Utilize Volunteer Stewardship Program to coordinate monitoring, surveys and early detection	iMapInvasives, Surveys & Projects	AL/Intern	ongoing	
	Work with Partners to engage volunteers in monitoring efforts (HWA, EAB initiatives)	NYS Office of Parks, Recreation and Historic Preservation	AL	February/ongoing	
	Utilize Volunteer Stewardship Program to coordinate monitoring, surveys and early detection	iMapInvasives, Surveys & Projects	AL/Intern	ongoing	
b. Submit all invasive species occurrence data collected by the PRISM and results of invasive species control efforts to NYSISD.	Train Partners and volunteers in use of iMapInvasives to ensure consistent and proper data collection and entry	iMapInvasives, DOT	AL/Interns	ongoing	

5. Support Academic Research as Needed Through Citizen Science

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Identify research needed for prevention, early detection, rapid response and control of invasive species.	Work with partners to identify research needs	New York State Invasive Species Research Institute	AL/CP	ongoing	
	Utilize relationship with Great Lakes Center and Buffalo State College to strengthen ties to research community and needs	Great Lakes Center, BSC	CP	ongoing	
	Submit WNY PRISM research priorities to DEC's Invasive Species Unit.		AL	ongoing	
b. Support research efforts as needed through activities such as mapping, inventory, collecting data, and monitoring.	Utilize Volunteer Stewardship Program to engage volunteers in appropriate research efforts		AL/CP/Intern	ongoing	

6. Develop a PRISM Strategic Plan

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Develop Strategic Plan to include: input from all principal partners and opportunity for all partners to contribute to the plan; format developed with DEC ISU and NY PRISMs; engaging citizens through regular outreach to potential members, partners and volunteers; prioritized goals based on PRISM core functions and mission	Provide opportunity for all partners to provide input and contribute to the strategic plan	Steering Committee and Full Partnership Meetings, Listserve, Planning Sessions		ongoing	
	Identify priority areas and potential invasive species prevention zones	All Partners		ongoing	
	Begin planning process w/ initial session	facilitator (Laura Ryan)	AL	April/May	
	Utilize sub-committee structure to further develop strategic plan	Steering Committee	AL	March - August	
	Provide draft plan for partner comments and contributions		AL	when completed	
	Complete final 5-year stratetic plan		AL	11/12/2014	

7. Develop PRISM-specific Invasive Species Management Plan

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Develop Invasive Species Management Plans (as needed).	Identify specific invasive species management needs.	Partners, Steering Committee	AL	ongoing	
	Develop measurable, achievable and prioritized objectives to attain goals; specific actions to achieve objectives, and measures to evaluate progress.	Partners, Preserve or Project Managers	AL	as needed	
	Address rapid response activities to prevent further spread of invasvie species detected early in their invasions	Invasive Species Workshops	AL	ongoing	
	Determine projects and/or sites in need of specific invasive species management plans.	Partners, Preserve Managers	AL	December	

8. Implement Eradication Projects to Remove Invasive Species					
Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Coordinate PRISM partners to conduct eradication projects for invasive species using integrated techniques and adaptable approaches as soon as practical after detection.	Ensure all eradication efforts are consistent with WNY PRISM Strategic Plan and Invasive Species Management Plan.		AL	ongoing	
	Ensure use of Best Management Practices.	DEC, IS Workshops	AL/Intern	ongoing	
	Secure all required permits.	DEC	AL	as needed	
	Develop model for eradication efforts to be implemented in future	Steering Committee, Partners	AL	ongoing	
	Look into possibility of becoming licensed pesticide applicator	BSC grounds staff, Linda Rohleder	AL	March	
	Create database/spreadsheet to track all eradication projects		AL/Intern		

9. Develop Annual Work Plan					
Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Develop 2014 Annual Work Plan	Utilize Steering Committee to begin process of developing Work Plan	Steering Committee	AL	January	
	Create draft plan for comment from Steering Committee		AL	March	
	Complete 2014 Annual Work Plan		AL	April	
b. Develop 2015 Annual Work Plan	Create draft plan for comment from Steering Committee	Steering Committee, sub-committee	AL	September	
	Complete 2015 Annual Work Plan		AL	10/1/2014	

10. Develop Annual Report

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
Develop 2013 Annual Report to include:	Progress toward accomplishing proritiy objectives	The Research Foundation, BSC	CP	3/1/2014	
	Results of eradication control efforts				
	Description of obstacles to achieving objectives and any revision or resources needed to further the objectives				
	Potential solutions to obstacles and/or resources needed				
	Scope of Work Elements described (2, 3, 4, 5, 8, 12, and 13)				
	Summary of Project Expenses				
Organize Information for Development of 2014 Annual Plan	Ensure good record keeping for Scope of Work Elements		AL	ongoing	

11. Coordinate Access to Private and Public Lands

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Coordinate access to public and private lands for delivery of invasive species management activities.	Develop systems/protocol for coordinating access to lands for invasive species management activities.	Partners, Preserve Managers, DEC	AL	as needed	
	Compile permit regulations for Partner easy reference	DEC, USACE, USFWS	AL	June	

12. Coordinate with Other PRISMs and Office of Invasive Species Coordination

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
a. Collaborate and communicate with other PRISMs, DEC ISU and NYS Invasive Species Advisory Committee through DEC's ISU.	Provide WNY PRISM updates during calls and as needed	All Partners	AL	monthly	
	Communicate with PRISM Leaders, DEC ISU and NYS ISCA		AL	as needed	
	Attend PRISM Leaders Boot Camp		AL/CP	February	

13. Support NY ISC Regular Invasive Species Conference

Goal	Tasks	Resource or Collaboration Needs	Lead	Due Date or Frequency	Status
Support NYS ISC regular invasive Species conference through planning, presentations, contributed papers, posters, and workshops.	Assit with invasive species conference and invasive species awareness week (ISAW).	NYIS, IS Clearinghouse, ISAW website	AL	as needed	
	Coordinate & upload information being placed on website	ISAW website, Partners	AL	as needed	