

WNY PRISM Steering Committee Minutes
Thursday, January 30th 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