

SuAsCo CISMA
Minutes of the Steering Committee Meeting
Held 11/10/09

Present: Jeff Collins - Mass Audubon
Eileen McGourty - USFWS
Amber Carr - Mass Audubon
Barbara Volkle - Friends of Assabet NWR
Laura Mattei - Sudbury Valley Trustees
Bill Brumback - New England Wild Flower Society
Libby Herland - USFWS
Lynn Knight - Carlisle Land Stewardship Committee
Lee Steppacher - NPS/ River Stewardship Council
M. John Dwyer - Maynard Conservation

Last meeting minutes

There were no questions/ comments on minutes from our last meeting 9/15/09

New members

Jeff was contacted by Russ Hopping to sign The Trustees of Reservations (TTOR) as a member of the CISMA. Russ is the Ecology Program Manager for the organization. The Trustees were not brought into the CISMA working group earlier only because they own very few acres in the watershed. However, Russ reported that they are actively managing invasives at their Old Manse property in Concord in partnership with NPS and Concord and would be interested in participating in the CISMA. The MOU states that new members can join at the invitation of the Steering Committee. Laura made a motion to extend an invitation to The Trustees, and Libby seconded. Welcome TTOR! Jeff will send a new version of Appendix H – Additional Signatures to Russ for a signature.

Julie Richburg, a Regional Ecologist for TTOR, is interested in starting up a CISMA in the western part of the state- might team up with Cynthia Boettner a biologist from the USFWS Conte Refuge in western MA. Jeff discussed initial steps with Julie on how to start the process (contacting potential partners) and how to set up your CISMA boundaries (e.g. watershed).

Announcements

Publicity

Libby shared a blurb in the recent NEWFS flier highlighting the creation of the SuAsCo CISMA. It was written by Bill Brumback and described the organization and its watershed wide partnership to combat invasive species.

Intra-CISMA transition

Libby announced that Amber will transition from Mass Audubon to USFWS in early December. The job is currently funded for one year and includes duties for coordination within the CISMA within its job description. Until the CISMA coordinator position is funded, Amber will help Jeff with CISMA coordination duties. Some of the coordination duties will also fall upon the various subcommittees.

Stop Aquatic Hitchhiker's program

Eileen passed around a packet for this nation-wide campaign to raise awareness about aquatic invasive species and asked whether the CISMA would like to become a partner? Eileen will contact the organization and get a packet for the SuAsCo CISMA, then give it to the outreach committee who can take a closer look at it and decide what type of materials we would want to make with their standardized materials. The outreach subcommittee will also look into re-making the SuAsCo logo so it is easily transferred on all mediums.

T-shirts

Libby suggested a standard t-shirt is made for CISMA volunteers. John and Libby suggested a volunteer graphic designer would help with the design of the logo/ slogan. Libby volunteered the USFWS to help with the initial start up costs. Amber, Eileen, and Libby will work on a draft design.

Coordinator

Money from the NFWF grant (NEWFS) and Nyanza (USFWS) could be used to help fund a coordinator. It is currently viewed as a part time position. Libby suggested using the Nyanza money to fund an invasive plant technician through the USFWS and part of the duties of that technician would be to coordinate CISMA efforts. It is not known at this time if USFWS could give that money directly to the CISMA to hire a coordinator or if they would keep it within the USFWS. The NFWF grant through NEWFS would also delegated some of the funds for a coordinator – Bill was also not sure how that money would be dispersed to hire a coordinator (if hiring through NEWFS, CISMA etc.) Lee suggested that the roles of the coordinator and how the position would be funded would need to be decided soon. It is still not known if we will get the Nyanza or NFWF money. The period of the current NFWF grant ends on December 31st. Jeff will be able to continue in some capacity after that, but will not be able to spend as much time on the CISMA.

River Stewardship Council Grant Projects

SWEET project:

Lee announced that Sudbury/ SWEET sent in an updated scope of work but has not submitted an updated budget. Weed wrenches for the CISMA have been bought by SVT as part of this grant project, and are currently being housed on the Wolbach property. SVT will be reimbursed by SWEET for this purchase.

Galerucella Beetle Project:

Laura sent out an email asking Partners to propose potential beetle release sites. These sites have to be at least 1 acre and should be high priority sites.

Release sites have been submitted by: Southborough, USFWS, Concord, Framingham, SVT. Each site will need to get a release permit, and approximately 1,000 beetles be will released at each site. Collection from existing populations will also take place. Eileen mentioned that the USFWS releases 5,000- 10,000 beetles at each location.

More potential release sites are needed.

Laura mentioned that each site would need to be monitored and data on plant height, evidence of feeding, the physical appearance of the inflorescence, and what species are replacing the loosestrife would be collected. Libby mentioned that photo plots would be a less time consuming way to monitor sites. Beetles would be released in July.

SVT, Anna Wilkens, Ted Elliman, and a school in Southborough are planning to help raise the beetles. Jeff mentioned asking Drumlin Farm if they would be interested in helping to raise beetles.

Libby asked if the state was involved in PULO beetle releases. Lake Cochituate might be a potential release site. Laura thought that since every release site should be monitored it could limit the state's involvement with that type of project.

Libby was going to contact Karen Pelto from the trustees of the Nyanza mitigation fund to see who submitted PULO beetle release proposals for other potential partners in this project.

Roles of Subcommittees – subcommittee draft summaries attached

Administrative Subcommittee

Goal 5: CISMA Coordinator-

Laura mentioned that the coordinator didn't need to go to all the subcommittee meetings. John said that it would be good if they could, but to at least get the minutes. Jeff agreed that it would be beneficial to be present at all meetings if possible to fill in information gaps between the different subcommittees.

Lee mentioned that the coordinator would coordinate volunteer activities for the Control and ED/RR subcommittees. The coordinator would facilitate communication, build volunteer base and get volunteers from each town interested in work parties in their area. Mainly the coordinator would let all orgs know where work parties were happening and when.

Libby asked how the CISMA would share volunteers. Bill mentioned that they would share the highly trained volunteers (IPANE, NEWFS) but each town/ organization would have their regular volunteers.

Lynn restated that the coordinator would track individual volunteer groups (who's doing what where and when) and then have specialized volunteers for resource sharing.

It was acknowledged by Eileen that a lot of the duties of the coordinator would be picked up by the different subcommittees until that position was funded and filled.

Lynn will add subcommittee member names to Admin subcommittee summary document and double check the tasks with what was outlined in the strategic plan.

Education/Outreach subcommittee

Administrative subcommittee overlaps with Education/Outreach. Subcommittees need to decide how to delegate fundraising, grants, and other tasks.

John gave the example of the website. The education/ outreach subcommittee would design the website but the administrative subcommittee would decide how that website would be hosted (either internally or from an outside source and pay all costs that were associated).

Last bullet for fundraising needs to be removed. Jeff thought that currently all subcommittees would be actively looking for grant opportunities. Do we need a separate subcommittee for fund raising/ grants in future?

Major goal would be to standardize content given out by group. Will need to be in collaboration with other groups (ED/ RR and Control subcommittees)

Different tiers of content will be available on the website depending on target audience; e.g. info on invasives available to public, CISMA documents available to Partners, other info available to Steering Committee members.

Control Subcommittee:

Laura mentioned that the control subcommittee would need to decide on mapping standards for the CISMA participants.

There is a lot of overlap between Control and ED/RR subcommittees. Eileen, Amber, and Anna are in both committees so communication should be relatively simple.

The ED/RR subcommittee will decide on control practices for ED species while the Control subcommittee will decide on control practices for everything else. There will also be a lot of equipment sharing between the two groups.

Next Meeting

We agreed to schedule the next meeting on January 12th from 1-3 p.m.

Submitted 11/12/09 by Amber Carr with edits by Jeff Collins.

Administrative Subcommittee Tasks

Goal 1 – Policies and Procedures

- Establish and implement procedures for determining meeting schedules and meeting agendas; and recording meeting minutes
- Clarify and document subcommittee assignments
- Establish a system for regular information sharing of subcommittee activities
- Revise (as needed) and Implement the CISMA Strategic Plan
- Coordinate preparation of annual action plan

Goal 2 - Facilitate communication and information sharing among Steering Committee members and the entire CISMA membership

- Establish workable e-mail communication system for Steering Committee internal deliberations
- Establish easily accessible central repository for key CISMA documents and other information for Steering Committee use
- Establish a mechanism for keeping all CISMA members in the loop with respect to Steering Committee and Subcommittee activities.
- Develop strategy for establishing a public presence, and engaging new members and the interested public

Goal 3 – Identify and/or coordinate fundraising activities.

- Monitor grant opportunities
- Distribute relevant info to CISMA members; help coordinate project partnerships
- Keep records of fundraising efforts and resulting projects

Goal 4 – Provide financial oversight of CISMA activities

- Establish a fiduciary agent
- Track project and general CISMA expenses

Goal 5 – Oversee activities of the CISMA Coordinator. The Coordinator's responsibilities will include:

- Preparing for and conducting CISMA meetings (i.e., assembling and distributing the agenda; assuring meeting minutes are finalized and filed)
- Attending all subcommittee meetings
- Making themselves available to the public as the contact person for the CISMA
- Tracking all invasive species related activities in the watershed
- Looking for funding opportunities
- Sending periodic e-mails to the whole membership to keep them informed of CISMA activities

Scope of Responsibility

Control Subcommittee

Chair: Laura Mattei

Members of committee: Bill Brumback, Anna Wilkins, Amber Carr, Eileen McGourty, Delia Kaye, Freddie Gillespie

Control Subcommittee decided that we would address Goal 3 of the Draft Invasive Species Management Plan which is to:

Promote, facilitate, and coordinate invasive species management through appropriate treatment methods based on preferences and capacities of landowners/land managers.

1: Plan, support, commit available resources to treatment of invasive species in high priority sites and treatment of high priority species as adopted by CISMA.

- Redefine priority species and sites for the Draft Management Plan
 - Contact MNHESP to identify sites of priority natural areas/ threatened species and identify if invasive species are a threat to those priority natural areas/threatened species to determine target priority areas for control
- Provide partners with guidelines on prioritization of invasive species control
- Provide partners with appropriate control methods
- Share information on current control projects, programs and methods with partners
- Share materials and equipment as available and appropriate (inventory being prepared by Anna Wilkins)
- Survey CISMA members and potential partner's watershed wide regarding current methods of control if any. (done)

2: Encourage and support mapping of existing infestations within the watershed using CISMA standards where feasible.

- Share resources for mapping including GPS units and methodology
- Look into using Google Earth as a mapping tool?

3: Encourage and support monitoring of treated areas over time using standards developed by CISMA.

- Keep in contact with EDRR subcommittee
- Provide monitoring techniques to partners

Early Detection Rapid Response Committee

Anna Wilkins – Chair, Ted Elliman, Amber Carr, Debbie Dineen, Eileen McGourty

Mission: The EDRR sub-committee seeks to aid the members of CISMA in learning to identify invasive species that are new to the SuAsCo watershed, track the spread of these species in the region, and provide up-to-date treatment information and support to members seeking to remove these species.

Goal 1: Provide information to interested parties on identification of Early Detection species.

- Create simple fact sheets on early detection species (based on SuAsCo CISMA Draft Invasive Species Management Plan also include Zebra mussel and Asian Longhorned beetle).
- Stay up to date on the latest early detection species within the watershed and relay info to the CISMA members using existing listserv and Google Group forum
- Host at least 2 education events a year for CISMA members on early detection species
- Become a partner of the “Stop Aquatic Hitchhikers” Campaign

Goal 2: Recruit a trained cadre of professional and volunteer naturalists able to identify potential new invaders.

- Recruit existing trained IPANE volunteers to map ED species within the watershed
- Offer training to new volunteers to map ED species within the watershed
- Provide educational opportunities to CISMA members on identification of ED species

Goal 3: Create a network and a mechanism for contacting and mobilizing professional and volunteer efforts to eradicate new infestations as they occur.

- Maintain a list of citizens or citizen groups in communities or watershed available to help with control
- Coordinate entities, equipment etc. as necessary based on each invasion case
- Set up a, equipment loan system for members of the CISMA
- Maintain a list of certified applicators within the CISMA including limitations (ex. can only treat on organization land etc.)
- Maintain list of companies that work on invasive species control in natural areas

Goal 4: Map and monitor new infestations using CISMA standards to ensure invasive species has been eradicated.

- Adopt IPANE mapping protocol for early detection species
- Follow-up on control efforts to ensure species is eradicated
- Compile priority areas for mapping

Goal 5: Establish relationships with and learn from other organizations involve in Early Detection/Rapid Response efforts outside of watershed.

- Attend workshops and/or conferences to keep up to date on information
- Maintain network of regional and national professionals involved in early detection and rapid response

CISMA Education and Outreach Subcommittee
November 4, 2009

Present: Matt, John, Lee

Education and Outreach Subcommittee – proposed goals.

As CISMA is beginning, the primary education and outreach goal is in support of the CISMA organization itself. Bulleted below are efforts focused on this overarching premise.

Goal 1 - Support efforts of CISMA and member organizations in their education and outreach activities pursuant to invasive species management

- **Volunteer Training.** Support CISMA organization efforts in providing training to volunteers. Learn from member organizations what has worked well/not worked well in the past, use this to provide a framework for future training. Subcommittee could organize training and use expertise from a member organization to teach.
- **Fact Sheets** (or other outreach materials). Develop fact sheets for use by member organizations in their outreach efforts. Based on need expressed by members, and after reviewing all that are available, create outreach materials that will be useful to members.

Goal 2 -Disseminate information about invasive species to CISMA and member organization

- **Website.** Coordinate with Admin Subcommittee to create a website for CISMA.
- **Resource links.** After making an assessment of the information that is available (generally on the web) and determining which are most useful, create an annotated set of links on the website. Make finding information as easy as possible (there is a lot out there).

Goal 3 -Increase awareness of invasive species issues and management

- **Technical Speaker Series.** Piggybacking or coordinating with other organizations, provide learning opportunities for member organizations and the public. Have some of these in the field.
- **Develop an online newsletter.** Consider using Constant Contact.

Goal 4 -Help to grow CISMA activities and membership

- **Reach out to potential new members,** either through series above, newsletter, volunteers or other means etc. Show the 'value added ' in being a part of CISMA.
- **Work with Grants Committee** (is there one?) to identify potential grant sources.