

**Hawaii Invasive Species Council
Public Outreach Working Group**

Tuesday, September 13, 2005, 10am-Noon
HDOA, Plant Quarantine Branch

1. **Call to Order**
2. **Attendance:** Penny Levin, Priscilla Billig, Jolie Wanger, Christy Martin, Earl Campbell, Jackie Kozak, Darcy Oishi, Mark Defley-moderator. Chair, Maile Sakamoto, is out sick.
3. **August 22, 2005 Meeting Minutes approved**
4. **Review HISC Organizational Structure for Outreach Working Group**
 - Will be discussed at next meeting with Maile
5. **Finalize “Request for Proposals” Format for Grants Program**
 - PL-The start/finish dates (November 7, 2005- December 1, 2006) are a concern if funds are not made available in time [MD-In 2006, funds will be more easily distributed because of Mark’s position. This year’s progress report deadlines have been adjusted to match their first PO]
 - RFP will now state “Notification of award or denial by mid-November.” MD- but November 7, 2005 can still be the goal date to notify applicants. We have to choose a committee for the one week review.
 - PL-it may help to send a packet to organizations explaining funding/PO request process with timetable and appropriate steps
 - MD- The timeline will allow the first funds to be available in January, depending upon the turn around from each organization
 - **“Goals”** should be bulleted and move #5 to #1.
 - Review form should be prioritized to give preference to projects serving underrepresented communities [PL-targeting these groups is important, but much of the general public does not understand even the definition of “invasive species”]
 - Projects should be uploading their developed curriculum onto the web
 - **ACTION ITEM:** Supply selection committee with 2005 project information/reports to help with decision process
 - EC-**“Eligibility”** should read “if you meet goals and guidelines...”
 - Christy Martin will be added as an additional contact
 - **ACTION ITEMS:** Make suggested changes to RFP form
6. **Discuss Division of Funds for Outreach Projects**
 - CM-We need to first find out how much of the 05 funds which we be transferred to 06 and we also need to budget for staff salaries
 - **ACTION ITEM:** Jackie will compile the outreach project proposals and price quotes into spreadsheet form, with additions from Kauai and Maui
 - After we add up this total, figure in the 05 funds, we can then give the rest to the grant program
7. **Discuss Database for Project Reporting**
 - We need to quantify our outreach success and efficacy
 - PB-We are going to hire a clipping service to help with that

- **ACTION ITEM:** Jackie will draft a database, including information fields for type (i.e. PSA, article, presentation), HISC target, numbers, date
 - We need to coordinate with other PIOs in the state, by getting on their release/distribution list
 - **ACTION ITEM:** Earl, Jolie and Priscilla can ask different PIOs to include outreach working group in their lists
8. **Reports from Outreach Specialists**
- **Priscilla, Oahu:**
 - Researched web for invasive species curriculum
 - **ACTION ITEMS:** Send information to Jackie & Penny & contact Michelle (through Jolie) for database collaboration
 - Could the website have a children's component? CM-Not yet, but maybe in the future
 - Finalized display unit purchases for Big Island and Molokai
 - Compiled media contact list
 - Met with an outreach group (DOH, FWS, UH, Rotary) to determine ways to assist Rotary with WNV outreach.
 - **Jackie, Kauai**
 - Filmed Miconia work and interviewed with European Docuvista company
 - Set up display at County Fair 25th-28th, which was a busy venue, making lots of contacts
 - Provided educational display for Princeville Library
 - Coordinating "Plant a Native Day" with KLIC and Native Plant Society
 - Completed design course at KCC and downloaded new software for poster production
 - Organizing EGW strategy meeting on Kauai
 - Scheduled presentations for Rotary and local schools
9. **Set Next Meeting Date for Thursday, October 27th, same place, same time**

ACTION ITEMS:

1. JW-Locate July Minutes and connect Priscilla with Michelle, RE: curriculum
2. JK-Compile budget spreadsheet and draft outreach database
3. MD-Make changes to RFP and budget stuff
4. Earl-Contact PIO's for outreach distribution list
5. PB-Email Jackie and Penny the curriculum