

# Prioritized List

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August 16, 2016

## AIM

The goal of this document is to formulate a prioritized task list to be completed before the fall. This is our two month plan. The next step is to establish a 4-6 month plan and then a one year plan.

## TO DO ASAP

1. Review the goals of the program
  - (a) Mission Statement: 1 Year Plan
  - (b) Vision Statement: 3-5 Year Plan
2. Review communication options and determine our approach. Consolidate our current resources – Arb website, Facebook, Meetup, Temporal Ecology lab site, Flickr, Google, Twitter. Should we make a new website, affiliated with the Temporal Ecology site but one that has our own logo and design in an effort to transition to become more strongly associated with the Arboretum?
3. We need a better way to distribute Spot On! and in general, a more efficient way to contact all Tree Spotters. Adjust Tree Spotters email address and system.
4. Contact NPN about doing a presentation for the annual NPN partners' showcase
5. Review and revise basic training slides. Create a fall and spring version, with fall training being the immediate priority.
  - (a) What are we doing with the data? How do we communicate this to the Tree Spotters in a more approachable manner?

6. Develop additional training and support materials

- (a) How to use your NPN Observation Deck
- (b) What you can do with the data
- (c) Online Focus Tree Notebook – Biggest Priority!
- (d) Updated guides that covers all of the phenophases for each tree

## **PROGRESS**

We have started working on establishing both a Mission and Vision Statement. We are in the process of designing a new training regime and program. Next week, Suz will be meeting with volunteers to start working on a prototype for the Focus Tree Notebook. We understand that we are still in pilote mode but we are working hard to transition out of that phase and into more stability.