

Report of the NNREC Director

Period ending 2006-08-27

A. Fundraising and Administration

1. NNREC Administration (6%)

Worked with Stephanie to create a NOS – NNREC Memorandum of Understand (MOU) for operation of the NOS summer backpack programs for high school students using NDF funding, created board service FAQ, communicated with Stephanie about fundraising and fiscal management issues. [charge to EETAP3 grant and NDF grant]

2. Mini-Grant Program (4%)

Gathered reports on mini-grant and related grants during the 2004-2006 period, created a summary of the projects for publicity and submission to funder NDF, and created reimbursement request and invoice. [charge to NDF grant]

3. Fundraising

No significant work during this period.

B. Communication

1. Website (2%)

Maintained website and backed up documents.

C. Leadership

1. NNREC Collaboration (10%)

Met with Amanda Rowland of the National Park Service / Lake Mead NRA, Callie Le'au Courtright of US Fish & Wildlife Service, and Bruce Lund of the USDA Forest Service / Spring Mountains NRA; participated in Carson River Coalition Education Working Group meeting to plan Snapshot Day for Carson River Watershed and Make-A-Splash Day for Eagle Valley MS; participated in the Educator Day sponsored by Dolphin Habitat and Secret Garden at the Mirage, which was attended by over 500 Clark CSD teachers, with discussions on professional development needs and opportunities; and attended the Nevada Museums Association conference in Reno, with extensive discussions about collaboration and the need for a CHOLLA-like group for western Nevada. [charge to EETAP3 grant]

2. PLT & PLT-Fire (8%)

Facilitated “Forests and Fire” segment of the Lamoille Institute for Educators. Developed and copied materials for workshop, including new lessons, and obtained resources. Preliminary planning and registration for PLT workshop for Lake Tahoe Basin. [charge to PLT-Fire grant]

3. Lamoille Institute for Educators (70%)

Coordinated the entire institute, completed registration, completed arrangements with facilitators, gathered equipment, created menu and bought food, taught all short sessions except grants, set up camp, cleaned up camp, returned borrowed equipment, summarized evaluations, completed inservice and university credit paperwork, maintained communication with participants. [charge to NDF, PLT-Fire and EETAP]

4. NAAEE (2%)

Participated in Affiliates Network Steering Committee including development of policies and planning of affiliates workshop. [charge to EETAP]

5. Board of Directors (2%)

Scheduled board meeting, developed agendas and supporting documents, facilitated meeting.

6. Environmental Education Training Plan

No significant work during this period.

September

A. Fundraising and Administration

1. Mini-Grants: Accept applications from LIFE participants, and award grants for 2006-2007 program.
2. Administration: Bring two more persons onto the board, and determine if more members should be elected at Annual Members Meeting; complete planning for the Annual Members Meeting
3. EETAP Capacity: Submit narrative report and financial report to support reimbursement under the EETAP Building State Capacity for EE grant.

B. Communication

1. Advertise the Annual Members Meeting to the environmental education community.
2. Publish September newsletter which will be sent in print to members and include news, annual report, invitation to the Annual Members Meeting, and an annual donation appeal.
3. Explore options for e-newsletters email formats and membership list management.
4. Continue meetings with potential partners and collaborators.

C. Leadership

1. LIFE: Reserve week for 2007 program, do preliminary planning of curriculum including exploration of an alpine environments workshop, meet with Sue Baughman and Forest Service personnel to discuss coordination, partnership and funding for 2007.
2. EETAP Nevada Environmental Education Training Plan: Complete the second draft of the Environmental Literacy Guideline, working in particular with Clark CSD and the Nevada Department of Education. The EE Training Plan revision will occur primarily in October, but the interrelated nature of the two documents means that work on both will be ongoing over the September through October period.
3. Collaboration: Meet with Nevada State Parks and Washoe County Parks to create a collaborative project. Meet with Allen Biaggi, Director of the Nevada Department of Conservation and Natural Resources, to discuss base funding from the department for the NNREC Director position. Meeting BLM to determine whether NNREC will partner for Project Archaeology workshops. Support Project WET workshops in western Nevada.
4. PLT and PLT-Fire: Workshop for the Lake Tahoe Basin, in cooperation with Sierra Watershed Education Partnerships (SWEP) and PLT in California.
5. Board of Directors: Schedule board meeting, develop agenda and supporting documents, and facilitate board meeting.