

# Report of the NNREC Director

Period 2006-09-28 to 2006-09-24 (four weeks)

## A. Fundraising and Administration

### 1. NNREC Administration (37%)

Updated all financial records, input data to Quicken and reconciled account. Provided input to Stephanie for 2007 budget, including a proposal and budget for transition to employee status for Director. Created agenda and facilitated 2006-09-07 board meeting; transcribed past minutes. Brought two additional people onto the Board. Developed allocation of fiscal responsibilities between Treasurer and Director. Created web page for Annual Members Meeting, invited panel, created agenda and arranged space. [charge to EETAP3 grant and/or NDF grant]

### 2. Mini-Grant Program (4%)

Awarded three mini-grants to LIFE participants, totaling \$1250. [ charge to NDF grant]

### 3. NDF Conservation Education Program Grants

Two grants (\$5000 + \$6000 = \$11,000) were signed.

## B. Communication (13%) [charge to EETAP Capacity]

### 1. Website: Maintained website and backed up documents.

### 2. Newsletter: Created and emailed pilot e-newsletter with Constant Contact service and worked to resolved email rejection by state servers.

## C. Leadership

### 1. NNREC Collaboration (12%)

Co-facilitated Project WET workshop for Eagle Valley MS teachers and Make-A-Splash facilitators. Participated in Parasol Community Collaborative annual retreat, Tahoe Center for Environmental Sciences curriculum planning team, and Carson River Coalition Education Working Group meetings. Met with Kelly Cannon, new Science Coordinator for Washoe CSD. [charge to EETAP3 grant]

### 2. PLT & PLT-Fire (16%)

Planned and marketed the September 30 PLT workshop for the Tahoe Basin including flier, agenda, webpages and syllabus. [charge to PLT-Fire grant]

### 3. Lamoille Institute for Educators (LIFE) (9%)

Completed 2006 LIFE report, documentation and budget. Met with Portia Jelinek to start planning 2007 LIFE. [charge to NDF and/or EETAP]

### 4. NAAEE (1%)

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

### 5. EETAP Capacity - Environmental Education Training Plan (9%)

Arranged southern and western meetings of the Training Plan Team. Determined appropriate collaborative editing technique, purchased and created Wiki for NNREC, and posted all documents to the Wiki. Created budget for NAAEE conference. [charge to EETAP Capacity]

## Next Period

2006-09-25 through 2006-10-08 (two weeks)

### A. Fundraising and Administration

1. Administration: Complete planning for the Annual Members Meeting.
2. Mini-Grants: Create proposal to agencies for expanded mini-grant program.
3. EETAP Capacity: Submit narrative report and financial report to support reimbursement under the EETAP Building State Capacity for EE grant. Submit reimbursement requests for NAAEE conference costs under our EETAP grant and \$1000 scholarship.
4. EETAP Certification: work will start when contract is received.
5. PLT-Fire: Complete end of year report and budget, and submit to PLT-Fire along with workshop evaluations.
6. NDF: Submit reimbursement requests for LIFE (\$4000) and summer backpacks (\$3000, which goes to Nevada Outdoor School under MOU).

### B. Communication

1. Website: routine maintenance.
2. Newsletter: Create and email October e-newsletter.

### 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, Forest Service and NDOW personnel to discuss coordination, partnership and funding for 2007.
2. EETAP Capacity - Nevada Environmental Education Training Plan & Nevada Environmental Literacy Guideline: Complete southern and western meetings of the Training Plan team. Meet with Loretta Asay of Clark CSD. Update documents to reflect input from meetings and manage additional comments as they come in. Travel to St Paul for NAAEE conference.
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.
4. PLT and PLT-Fire: Develop teacher survey in order to determine workshop topics and formats that work for teachers.
5. Board of Directors: Develop agenda and documents for October 21 board meeting.