

Report of the NNREC Director

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

A. Fundraising and Administration

1. Administration (21%)

Reconciled accounts and created all Q3 financial reports from Quicken, and drafted Q3 narrative report. Updated website. Created Director report and invoice. Printed bookmarks. Backed up documents. Created board meeting agenda and created or updated all relevant documents. Updated and created additional fundraising plan documents. [charge to EETAP3 Capacity]

2. Fundraising (2%)

Revised NDF 06-01 grant for \$6500. Submitted invoices to close out the 05-03 2005-2006 NDF grant. Created proposal for expanded mini-grant program.

B. Membership Benefits (13%) [charge to EETAP Capacity]

1. Website: Maintained website and backed up documents.

2. Newsletter: Created and emailed October 5 newsletter via Constant Contact, with supporting documents on the website; entered all existing contacts into the Constant Contact database.

3. Awards: Gathered additional information for awards web page.

C. Leadership

1. PLT & PLT-Fire (7%)

Completed PLT-Fire end of year five report and budget. [charge to PLT-Fire grant]

2. LIFE (4%)

Worked on USU credit and registration problems. [charge to EETAP3 Capacity]

3. EETAP3 Capacity

a. Training Plan: Prepared for and facilitated training plan team meetings in Las Vegas and Carson City. Met separately with Loretta Asay of CCSD on training plan. (18%)

b. Other: Worked on NAAEE conference preparation, planning and budget. Major update of NNREC professional development calendar. Updated in-kind records. Created Q3 report and budget for all EETAP3 Capacity activities to date. Compiled evaluations from workshops. Attended Sierra Front Recreation Coalition meeting to discuss collaborative trails education. (19%)

4. EETAP3 Certification (11%)

Created web page for certification activities. Revised contract and discussed contract and deliverable issues with NAAEE and Colorado. Clarified documents and approaches for certification with Colorado and the NAAEE Certification Advisory Council.

Next Period

2006-10-09 through 2006-10-22 (two weeks)

A. Fundraising and Administration

1. Administration: Complete planning for the Annual Members Meeting, finalized panel, and develop PowerPoint presentation.
2. Mini-Grants: Mail proposal to agencies for expanded mini-grant program.
3. EETAP Capacity: Attend NAAEE conference and “Professional Development for Affiliate Organization Leaders” pre-conference workshop; collaborate on capacity building, certification and Nevada issues
4. EETAP Certification: revise timeline and deliverables, start work on program design
5. NDF: Submit invoices for summer backpacking program and remainder of LIFE.

B. Membership Benefits

1. Annual Members Meeting: host meeting October 21.
2. Website: routine maintenance.
3. Newsletter: none.
4. Awards: Present awards at Annual Members Meeting.

C. Leadership

1. LIFE: Meet with NDOW on 2007 workshop; start discussion with Sue Baughman and others about NNREC role in sponsoring 2007 GBTW (Sue is transferring to Forest Service in Utah and will no longer be the lead coordinator).
2. EETAP Capacity
 - a. Training Plan: Start major revision of Nevada Environmental Education Training Plan and Nevada Environmental Literacy Guideline.
 - b. Other: 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. Meet with BLM to determine whether NNREC will partner for Project Archaeology workshops. Meet with Lauren Siegel, Nevada EcoNet about potential collaboration.
3. PLT and PLT-Fire: Develop teacher survey in order to determine workshop topics and formats that work for teachers.