

Report of the NNREC Director

2006-10-22 through 2006-11-05

A. Fundraising and Administration [39%]

1. Administration: transition contacts and calendar to Daylite application, general correspondence, reconcile accounts, document backup [22%, charge to EETAP Capacity]
2. Board of Directors: transcribe board minutes [2%, charge to EETAP Capacity]
3. Mini-grant Program: Mailed all agency letters, researched foundations, organizations and businesses, revised materials [10%, charge to EETAP Capacity]
4. Fundraising: organized deliverables for existing grants, researched information for potential funding sources [7%, charge to EETAP Capacity]

B. Membership Benefits [no significant work this month]

C. Leadership [61%]

1. Certification Program: signed contract with NAAEE for \$7500 with work to be completed by June 30, 2006; worked extensively with Allison Brody to design an approach for program development and advisory council; researched existing and potential courses and sources of diversity training; developed agenda for initial meetings [8%, charge to EETAP3 Certification]
2. Training Plan: completed an extensive review of the training plan and supporting documentation in preparation for modifying approach to meeting concerns of CCSD; did additional research on professional development; developed information for a team conference call [25%, charge to EETAP Capacity]
3. Capacity: presented on NNREC and conservation at Forest Service biologists meeting, with preparation and travel; met with Lauren Siegel (Nevada EcoNet), Stephanie Hartman (NDE), Mary Kay Riedl (NDEP). [20%, charge to EETAP Capacity]
4. LIFE & GBTW: developed initial outline for 2007-2008 LIFE programs and started discussion of NNREC involvement in GBTW 2007 and beyond [8%, charge to NDF]

Other

- I have been transitioning my contact list and calendar functions to Daylite, a customer relationship management (CRM) application similar to ACT on the PC. This will allow me to keep better track of grant deliverables, follow up with partners including the large number we are contacting about the mini-grant program expansion, and to track new funding opportunities. The basic level of transition was easy, but reviewing, reorganizing and adding grant opportunity information will take quite some time.
- I have been gathering a lot of information about possible funding sources, both suggestions from board members and my own research. However, I do not have the time to apply for these since most of my time is allocated to project-supported work. Though the EETAP Capacity grant does have a little fundraising effort included, I am spending all of the EETAP time (and more) on capacity building and the training plan. This is the classic fundraising bind - if I had more time to

raise funds from sources that are not project-bound, I would have more time to work on fundraising. I will spend some time talking with Stephanie about potential opportunities, and bring to the board for some discussion.

- I am pretty consistently working 40–50 hours a week for NNREC, on a contract which envisioned about 20 hours a week and is paying me for only a 20-hour per week level of effort. I'm doing this because I see a lot of things coming from this work that will significantly raise the profile of NNREC and the capacity for EE in the state. However, it is not sustainable for me or the organization to keep this up. There will be a natural slow-down to some degree over the holidays, but not a lot. After December 3 I will be limiting my work to the envisioned 20 hours. I will work on the transition to employee status that will increase this somewhat, but a lot of efforts that are ongoing will either not be completed or will be delayed.
- I will be taking the online Fundamentals of Environmental Education course through the University of Wisconsin Stevens Point this spring, primarily to determine if this course should be our solution for this topic in the certification program and to learn about online courses so that we can explore this option for providing services to the rural areas.
- I accepted a \$3000 contract from NDEP to revise the Project WET correlations for math and science, to develop a correlation for Healthy Water Healthy People, and to revise the Nevada Project WET guide. Work will be completed between now and December 31, 2006, primarily in December, and some work may be subcontracted to Margie Evans. My reading of policy is that I can sign contracts without board OK, but board OK would be necessary for any subcontracting above \$1000, as might be the case with Margie (though Margie's part might be below \$1000). This contracting and subcontracting may be something the board wants to discuss.
- Stephanie worked with the BLM to submit a request for a cost-sharing agreement that, if accepted, would provide complete funding for the GBTW program of \$15,000 per year for three years. We did not submit a detailed budget or work plan, but will need to do so. The BLM is concerned that the program will not continue without Sue Baughman to run it (she is transferring to Dixie National Forest in Utah) and wants NNREC to be somewhat involved in 2007, primarily marketing and registration, with some on-the-ground assistance, and take over leadership in 2008 and beyond.
- I met with Lauren Siegel, Executive Director of Nevada EcoNet (formerly named Environmental Leadership, and the sponsor of Reno Earth Day and Pinecone Ball), to talk about possible collaboration. They might be interested in sharing a VISTA or AmeriCorps, they have a new office space in Reno shared with Friends of Nevada Wilderness, and she will bring the idea informally to their board, while we find out more from Craig Warner about options and costs. Sharing of a VISTA and office space is an additional option for us to consider along with PCC. Though we have in the past not communicated well with this organization, I think we now are on our way to a good relationship and possible collaboration.

Next Period: 2006-11-05 through 2006-11-19

A. Fundraising and Administration

1. Administration: board meeting, invoice and report, time tracking, continue transition to Daylite software, board meeting conference call, meet with Craig Warner (Nevada Director for Corporation for National Service) about AmeriCorps and VISTA possibilities

2. Mini-Grants: mail packet some foundation and business contacts, followup calls on agency mailing
3. Fundraising: attend Philanthropy Day in Reno, meet with Rich Harvey to start planning for 2007-2008 funding; meet with Nevada Division of State Parks about funding; accompany Margie Klein to meet with Bass Pro about funding

B. Membership Benefits

1. Newsletter: create and send the November e-newsletter; will include request for donations to the Annual Appeal
2. Website: routine maintenance and backup

C. Leadership

1. LIFE & GBTW: refine the LIFE 2007-2008 outline with key partners, and put out for wider review including past participants
2. Training Plan: hold conference call meeting of the training plan team; then start major revision of Nevada Environmental Education Training Plan
3. Capacity: attend Partners for Education About the Environment meeting in Las Vegas; attend a CCSD science teachers training to gather information about how our training and certification efforts may fit with CCSD curriculum materials and reform; offer a training in NAAEE Guidelines for Excellence to Nevada Outdoor School staff
4. Certification Program: invite certification development team (CDT); refine agenda and have initial meeting in southern Nevada (face-to-face); continue participating in Colorado program development to gather ideas for our own; attend the Utah Society for Environmental Education conference in Ogden, primarily to gather information on Utah's certification program, which is our model
5. PLT: create teacher survey for Tahoe basin to determine interest and formats
6. Project Archaeology: Stephanie and I will meet with Tom Burke and others with the BLM to determine if NNREC will become a partner with BLM to offer Project Archaeology workshops statewide, with facilitator training for NNREC and funding from the BLM
7. Project WET: continuing working with Mary Kay on December workshop for the Mirage; the direct workshop costs (time, travel, lodging, food) will be covered by the Mirage, but the planning is coming from EETAP Capacity
8. River of Words: I will be doing four River of Words workshops for students in after-school 21st Century programs in Lyon county. While I'm not wanting NNREC to be a direct provider to students for River of Words, I am looking a ways of getting word out about the program so that we can hold professional development workshops for adults, so this is an experimental effort.