

Report of the NNREC Director

2006-12-04 through 2006-01-09

Activity

A. Fundraising and Administration

1. Board of Directors: attend 2006-12-05 board meeting, transcribe board meeting minutes, prepare documents for 2007-01-16 board meeting
2. Finances: create fourth quarter financial reports and final fiscal year budget; developed 2007 budget with Stephanie and Allison
3. Fundraising: no significant effort
4. Staffing: continued discussions with possible partners about hosting or sharing VISTA or AmeriCorps members

B. Membership: no significant work this month

C. Leadership

1. Certification Program: participated in two CAEE certification meetings; co-hosted the western Nevada Certification Development Team (CDT) meeting with Allison Brody; planned second western Nevada meeting; worked with Allison to continue developing the program and researching inputs; developed initial budget for completion of design and first year of operation
2. Capacity: met with several conservation district personnel to talk about environmental education collaboration; participated in the Parasol Community Collaborative (PCC) meetings; participated in and significantly influenced Clear Creek Watershed Council strategic planning meeting; produced final budget report for year one, contact report, and other minor reporting
3. Training Plan: no significant work this month
4. NAAEE Affiliates Network: participated in two AN committee meetings, recorded minutes; developed professional development plan for the entire AN; completed proposals for significant changes in AN operating procedures (bylaws)
5. Project WET: facilitated four-day Project WET workshop Mirage Dolphin Habitat education staff, with Mary Kay Riedl; planned Project WET workshop for Incline Village (at TCES 2006-01-20) including flier, agenda, and facilitator assignments
6. NDEP Correlation: completed draft update of Project WET correlation to Nevada standards (revised science and math); significant progress on Healthy Water Healthy People correlation

Next Period: 2007-01-10 through 2007-01-30 (next board meeting 2007-02-06)

A. Fundraising and Administration

1. Board of Directors: participate in January board meeting; prepare for February board meeting; renew state status

2. Finances: create detailed budget based on board-adopted budget; start arranging bookkeeping service for start second quarter; start developing an accounting handbook and procedures; start work on 990; complete 1099-MISC
3. Staffing: continue discussions and develop documentation for VISTA position; develop new work plan for Executive Director and VISTA; set up state and federal structures for conversion of Director to employee status starting second quarter
4. Fundraising: ?
5. Strategic Planning: prepare for the 2007-03-10 board retreat / strategic planning meeting

B. Membership

1. Newsletter: create and email newsletter
2. Membership: Send membership renewal and invitation to all contacts

C. Leadership

1. Certification: host second western Nevada CDT meeting; work with Allison to merge western and southern input and plan unified meeting for February; continue exploring course options; start work on fundraising for the program
2. Capacity: create and submit year two budget and work plan; find agency strategic plans for NDSP and start working with them to develop their own plan; continue working with Tahoe Center for Environmental Sciences curriculum team; Parasol Community Collaborative
3. NAAEE Affiliates Network: NAAEE Affiliates Network committee meeting and initial planning for NAAEE 2007 Conference Affiliates Workshop (Dan Allison and Stephanie Lefevre will lead planning of the workshop, and we will receive some compensation for this role)
4. Training Plan: start revisions of the training plan and literacy plan
5. Project WET: co-facilitate Project WET workshop for Lake Tahoe Basin
6. NDEP Correlation: complete Healthy Water Healthy People correlation; revise both correlations after feedback from NDEP and Nevada Department of Education

Challenges and Opportunities

- the NNREC board seems unwilling to make a commitment to fundraising, so this responsibility will fall to the Director; with our project-based funding, only a small amount of effort can be devoted to fundraising, and our income may dip in 2007; on the other hand, there are a number of opportunities to partner with others and to make our own applications that could leave us in good financial condition for the year
- the Bureau of Land Management, with whom we expected to partner with to assist the Great Basin Teachers Workshop (GBTW) in 2007 and lead the workshop in future years, has not followed through on their commitment to determine funding parameters and NNREC role; if the BLM cannot make a logistical and financial commitment to us by February 1, we will probably withdraw from participation in this workshop for 2007 and focus on LIFE; it is likely that without our participation, the GBTW workshop will not happen in 2007, resulting in an unfortunate loss of professional development capacity in the state

- as the Nevada Environmental Educator and Interpreter Certification Program has developed, it has become clear that a great deal more funding will be needed to carry through planning and the first year of the program, with about \$80,000 needed, and income from the program being no more than \$40,000; though the Public Lands Institute can make significant in-kind contributions to the program, they are unlikely to be able to provide any direct funding; NAAEE is unwilling to provide any information about whether the EETAP certification grant program will continue
- the NDEP Correlations project will take a significant part of the Director's time through the end of January; this will reduce the time available for core NNREC activities, however, it also extends our funding significantly
- the budget being proposed to the board has a significant shortfall for both the Director and other activities, with the Director being funded at only about one-quarter time; if additional funding is not brought in, most of our efforts and the benefits of our prominent role in 2006 will stall
- we have not been able to follow through on requests to state and federal agencies for mini-grant funding, and may not receive any money in the 2006-2007 fiscal year because we have missed their budget planning window; we have also been unable to start the process of asking businesses and foundation for contributions to the program