

Report of the NNREC Director

2007-03-04 through 2007-03-31

A. Fundraising and Administration

1. **Board of Directors:** participated in Spring Retreat and Strategic Planning session, wrote up notes from session
2. **Finances:** no significant activity
3. **Fundraising:** submitted RecTrails grant application
4. **Staffing:** completed preparation for employee status including workers compensation insurance

B. Membership

no significant activity

C. Leadership

1. **Certification Program:** participated in Certification Development Team conference call; discussed documents and approach with Allison
2. **Capacity:** facilitated and participated in Community Leaders in Classrooms workshop with partners Tahoe Environmental Research Center and Sierra Watershed Education Partnerships
3. **Conservation Education:** worked to define high school summer programs (Summer Wilderness Experiences for Teens) with NOS, FS, TRTA, REI, Boys&Girls Clubs, and others, including extensive assistance to FS in their More Kids in the Woods grant, and development of outline and budget for RecTrails grant; facilitated two sessions of Native Waters/Project WET workshop and participated in the remainder with partners NDEP and Washoe Tribe; additional planning for LIFE and updating of web pages
4. **Training Plan:** no significant activity
5. **NAAEE Affiliates Network:** no significant activity
6. **NDEP Correlation:** no significant activity

Next Period: 2007-04-01 through 2007-04-15

From this point forward, I will create two reports per month, for the 1st to 15th, and the 16th to last day of the month. This schedule matches my pay periods. I intend to get the second report to you on or before the last day of the month so that you have it in time to review before the next board meeting. From this point forward, I will also be using the four objectives and the goals that resulted from the strategic plan, to organize these Director reports.

A. Partnerships

1. VISTA: meet with likely and potential partners; determine VISTA staffing and partnerships, draft work plan and budget
2. Forest Service: attend FS Conservation Education Conference in Madison, prepare presentation on FS - nonformal partnerships
3. Membership: send membership join/renewal letter to agencies and nonprofits
4. Summer Wilderness Experiences for Teens: work with Nevada Outdoor School to develop fliers and a marketing plan for the series of trips and NOS trips in particular

B. Professionalism

1. Conference: form conference planning committee
2. LIFE: continue planning
3. NAAEE Affiliates Network Workshop: Affiliate Network conference call, continue planning 2007 affiliates workshop
4. Certification: support Allison in revision of indicators and competencies

C. Leadership

1. Board of Directors: April board meeting
2. Strategic Planning: finalize strategic plan summary and detail, post to website and create documents
3. Capacity: finalize EETAP Capacity contract, create April newsletter

D. Funding

1. create 2007Q1 financial reports
2. Community Foundation of Western Nevada: draft grant application
3. NDF: submit final 06-01 invoice, submit work plan and budget for supplemental, draft 2007 work plan and budget

Note: I will be taking vacation (three days PTO), not working and not available by phone or email, from April 14 to 22. I expect to create a detailed 2007 work plan, perhaps a revised budget, and the 2006 annual report in the second half of the month, after returning.