

# Report of the NNREC Director

2007-04-16 through 2007-04-30

## A. Partners

1. **Nevada Outdoor School:** Assisted Nevada Outdoor School in planning summer backpack trips.
2. **Nevada Department of Wildlife (NDOW):** Attended NDOW Project WILD Aquatic workshop at Washoe Lake, and had extensive discussions with Jill Olson and Kim Toulouse about NDOW's education program and possible workshop collaboration including a multi-project facilitator workshop.

## B. Professionalism

1. **Certification:** Developed course outline and PowerPoint presentation for the Environmental Education course that will be part of the certification program, as an assignment for the Foundations of Environmental Education online course through University of Wisconsin Stevens Point.

## C. Leadership

1. **NAAEE Affiliate Network:** Worked on mentor program.

## D. Funding

1. **Community Foundation of Western Nevada:** Wrote and submitted application to CFWN Community Support Capacity Building Grants for \$15,000 for our endowment fund.

## E. Administration

1. **Payroll:** Completed payroll including calculation of benefits and deductions.
2. **NNREC Board Meeting:** Scheduled next conference call.
3. **Communication:** Answered miscellaneous phone calls and emails for NNREC.
4. **Maintenance:** Completed routine system and document backups and maintenance.

Note: I was on PTO leave for three days during this reporting period.