

Report of the NNREC Director

2007-05-16 through 2007-05-31

A. Partners

no significant activity

B. Professionalism

no significant activity

C. Leadership

1. **VISTA:** Worked on VISTA application; worked on NNREC work plan, budget and position description; worked on work plans, budgets, and position descriptions for partners; worked on overall program budget; held discussions with partners.

D. Funding

no significant activity

E. Administration

1. **Filing:** Caught up on filing and archiving NNREC records.
2. **Communication:** Answered miscellaneous phone calls and emails for NNREC.
3. **Maintenance:** Completed routine system and document backups and maintenance.

Note: I was on PTO leave for one-half day during this period.