

Report of the NNREC Executive Director

2007-07-15 through 2007-07-31

A. Partners

No significant activity.

B. Professionalism

1. **Lamoille Institute for Educators (LIFE):** Preparation and coordination of LIFE program, including meetings, menu development and food purchase, document updates, web page updates, inservice and university credit setup, travel, and two days of the five-day workshop. The majority of work time during this period was spent on LIFE.
2. **Workshops:** Met with Christine McMorrow and Jan Ellis (SWEP), and Heather Segale (TERC) to discuss professional development activities in the Lake Tahoe Basin and Truckee River Watershed, including Project Learning Tree and water education workshops.
3. **EE&I Certification:** Participated in Certification Development Team meeting include preparation and followup. Reviewed marketing flier. Updated the certification web page. Discussed program with Allison. Completed final report and budget for EETAP Certification Grant, closing out this grant. NNREC now has no funding to work in this area. NAAEE has said there may be a small amount of additional funding, but is unwilling to say when or how much.

C. Leadership

1. **VISTA:** Communication with VISTA partners on MOUs, VADs, and OSOTs. Support for recruiting efforts by partners. The PLI and SNJ VISTA positions have been filled, and these two will attend the VISTA Pre-Service Orientation (PSO) in Provo August 20–23.
2. **NAAEE Affiliate Network:** Continued preparation for Affiliate Workshop, including web pages and applications forms for NAAEE website, session facilitator recruitment, lead facilitator recruitment. Calls with Steering Committee members. No Child Left Inside calls and documents.

D. Funding

No significant activity.

E. Administration

1. **Grant reimbursement:** Submitted a reimbursement invoice for EETAP Certification (\$2500), which closes out that grant. Submitted a reimbursement invoice for EETAP Capacity (\$4000), which is the second payment of the Year 2 grant of \$12,000.
2. **Bookkeeping:** Caught up on last three months of bookkeeping and record-keeping so that reports and budget update may be completed. Moved payroll service to Bank of America to reduce payroll fees.

3. **NAAEE Membership:** Applied for and confirmed at a member of the NAAEE Affiliate Network (all organizations had to re-apply), and renewed membership in NAAEE as an Affiliate Member (\$150).
4. **Reporting:** Completed Executive Director report

Next Period 2007-08-01 through 2007-08-15

A. Partners

1. **PCC:** Participate in the monthly Parasol Community Collaborative (PCC) meeting and Environment Team meeting.

B. Professionalism

1. **Lamoille Institute for Educators (LIFE):** Coordinate the remainder of the workshop, three days of the five-day workshop. Finalize inservice and university credit for participants. Summarize evaluations, and submit EETAP required evaluations. Write a final report and budget for the program. Make recommendations to the board for future programs.
2. **EE&I Certification Program:** Conference call with Allison and Allyson to start design or registration process.
3. **Project WET Correlation:** Work on the WET correlation will be completed.
4. **Workshops:** Finalize workshops to be offered in cooperation with SWEP and TERC for this fall, and start marketing these workshops.

C. Leadership

1. **No Child Left Inside:** Finalize and submit letter from NNREC to congressional representatives supporting the No Child Left Inside legislation that would add support for environmental education to the No Child Left Behind Act. Create an email newsletter encouraging members and contacts to support the legislation.
2. **VISTA:** Establish a regular meeting schedule for VISTA supervisors. Write Volunteer Assignment Description (VAD) and Onsite Orientation and Training Plan (OSOT) for Dangberg-NNREC position. Network with Lake Tahoe Basin VISTA and AmeriCorps hosts on housing for the Tahoe position. Develop marketing materials for Tahoe and Dangberg positions. Create a VISTA update.
3. **NAAEE Affiliate Network:** Participate in Steering Committee conference call. Selection of lead facilitator. Accepting and responding to scholarship applications.

D. Funding

1. **United Way:** Schedule meetings with United Way of Northern Nevada and the Sierra and United Way of Southern Nevada with Dan and at least one board member. These are relationship building effort, and will lead to a decision about whether NNREC will become a formal partner of one or both.

2. **Community Foundation of Western Nevada:** A meeting will be scheduled with Chris Askin, Dan, and at least one board member. This is a relationship building effort, and in preparation for 2008 grant opportunities.
3. **Nevada Community Foundation:** A meeting will be scheduled with Bret Bicoy, Dan, and at least one other board member. This is a relationship building effort, and in preparation for 2008 grant opportunities.
4. **Operations Funds:** Develop a list of grant opportunities for operations, to explore the next period.

E. Administration

1. **Bookkeeping:** Continue bookkeeping and filing to keep records up to date.
2. **Financial Reporting:** Financial reports will be created for 2007Q1 and 2007Q2, and the 2007 budget updated with actuals.
3. **Board Meeting:** Prep for and participate in the August 7 Board of Directors meeting.
4. **Executive Director Work Plan:** Develop work plan for the remainder of 2007, based on board input.