

Report of the NNREC Executive Director

2007-80-01 through 2007-08-15

A. Partners

PCC: Participated in Parasol Community Collaborative meeting and Environment Team meeting.

B. Professionalism

1. **Lamoille Institute for Educators (LIFE):** Coordination of last three days of the workshop; draft final budget and report, compilation of evaluations, debrief meeting, record-keeping, USU credit; wrote recommendations for 2008-2009 programs.
2. **Workshops:** Additional planning of Tahoe workshops; initial discussions of combined project facilitator workshop.
3. **EE&I Certification:** Call to discuss registration and selection process.

C. Leadership

1. **NAAEE Affiliate Network:** Continued preparation for Affiliate Workshop, including scholarship application receipt and organization, and selection of facilitators. Participated in Steering Committee conference call.

D. Funding

1. **NDF:** Signed contract with NDF for conservation education grant 07-01 for \$7500. Some additional funds are expected.
2. **United Way:** Scheduled September meeting with United Way of Northern Nevada and the Sierra.

E. Administration

1. **Board Relations:** Prepared for and participated in regular board meeting, including document preparation. Signed up for ReadyTalk conference call service which will replace FreeConference with lower rates and additional capabilities.
2. **Financial Stewardship:** Completed quarterly financial reports; created budget in "Profits & Loss Budget vs. Actual" format, reclassified income and expenditures into classes for budget report. Researched and created Vanguard mutual fund account for endowment under long-term reserves policy.
3. **VISTA:** Communication with VISTA partners.
4. **Reporting:** Completed Executive Director report.

Next Period 2007-08-15 through 2007-08-31

A. Partners

CRC: Attend Carson River Coalition Education Working Group meeting.

B. Professionalism

1. **EE&I Certification Program:** Conference call with Allison and Allyson to start design or registration process; attend Certification Development Team meeting.

2. **Our Places Tell Stories (OPTS) Conference:** Participate in planning meeting.
3. **Lamoille Institute for Educators (LIFE):** Debrief session, finalize budget and report, modify recommendations; create CD for participants; reserve camp for 2008; schedule meetings with NDOW and FS about 2008-2009.
4. **Project WET Correlation:** Work on the WET correlation will be completed.
5. **Workshops:** Finalize workshops to be offered in cooperation with SWEP and TERC for this fall, create flier, and start marketing these workshops. Additional discussion on combined project facilitator workshop.

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. **NAAEE Affiliate Network:** Selection of lead facilitator; award of scholarships; planning of mentor program.

D. Funding

1. **United Way:** Schedule meeting with 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. **Financial:** Continue bookkeeping and filing to keep records up to date; provide budget report in class (program) format for board consideration; continue learning about QuickBooks classes, budgeting and payroll; respond to IRS request for more information on IRS form 990.
2. **Board Meeting:** Transcribe 2007-08-14 Board of Directors meeting minutes; prep for the September 4 Board of Directors meeting; develop Board-Management Policies.
3. **Executive Director Work Plan:** Develop work plan for the remainder of 2007, based on board input.
5. **Reporting:** Complete Executive Director report.
4. **VISTA:** Schedule regular meetings with VISTA partners; attend VISTA training session, complete Dangberg-NNREC VAD and OSOT; participate in VISTA conference call.