

Report of the NNREC Executive Director

2007-08-15 through 2007-08-31

Project Updates

These updates provide information about projects on which we work with other partners, in order to provide an overview of progress and challenges that is not documented in the Work Plan Accomplishments section which covers only the activities of the Executive Director.

Lamoille Institute for Educators (LIFE): Planning for the 2008 (Forests & Fire) and 2009 (Wildlife) programs is progressing, but no decision has yet been made to offer these programs. We will have discussions with many potential partners and funders. (<http://nnrec.org/profdev/life/index.shtml>)

Our Places Tell Stories (OPTS) Conference: A planning committee has been formed under the leadership of Allison Brody of Public Lands Institute, has met once, and has set a schedule of planning meetings through December. Additional participation from the NNREC board is desired. The tentative dates are March 4–7, 2008 (Tuesday–Friday) and location is Springs Preserve. The theme is Designing for Our Communities. (<http://nnrec.org/profdev/conference/index.shtml>)

Environmental Education & Interpretation Certification Program: The certification development team continues to meet on a regular basis, with leadership being provided by Allison Brody of Public Lands Institute. The competencies are complete. Draft documents have been created for enrollment, the mentor program, and course outline. One of the four course syllabi is in draft stage and will be submitted to UNLV Educational Outreach for review, with the remainder submitted for course credit approval by the end of September. The first pilot program will run February through June of 2008, and will target the employees of existing partners and the certification development team. All four courses will be offered during this time, with two probably requiring outside expertise, and the mentorship will be completed. (<http://nnrec.org/profdev/certification/index.shtml>)

VISTA Program: Allyson Butler with the Public Lands Institute and Meg O’Neill with Sierra Nevada Journeys attended the August 20–23 Pre-Service Orientation (PSO) and are now in their positions. Recruitment for the Lake Tahoe Nevada State Park and Dangberg Historic Home Ranch State Park – NNREC shared position has gone slowly, so additional marketing will be done so that the members attend the November 26–29 PSO. Supervisors Dale Conner and Suzanne Sturtevant will attend the Supervisor Orientation at the same time. (<http://nnrec.org/about/vista/index.shtml>)

Combined Projects Facilitator Workshop: NNREC is exploring the idea of a multiple projects (PLT, Project WET, Project WILD) facilitator workshop with Nevada Division of Forestry (NDF), Nevada Division of Environmental Protection (NDEP), and Nevada Department of Wildlife (NDOW) as primary partners. The workshop would occur in the spring of 2008 and run 15 hours for two credits. The purpose is to enhance the abilities of instructors for all environmental education workshops, and in particular to provide additional facilitators so that more project-like workshops can be offered, though we do not think that traditional project workshops will be frequent or widespread.

Lake Tahoe Workshops: NNREC is partnering with Sierra Watershed Education Partnerships (SWEP) and Tahoe Environmental Research Center (TERC) to offer a series of after-school workshops for educators in the Lake Tahoe basin.

Conservation Education Mini-Grant Program: There were no applications from LIFE participants, so that money was rolled over into the 2007–2008 program, which will have at least \$2250 in funds. Another effort has been made to solicit agency funding beyond that provided by Nevada Division of Forestry (NDF). Applications will be accepted September 15 – October 15. This year we will only offer half of the award money up front, in order to ensure that final reports are completed in a timely manner. (<http://nnrec.org/programs/minigrant/index.shtml>)

Work Plan Accomplishments

A. Partners

1. **CRC:** Attended the Carson River Coalition Education Workshop Group meeting.
2. **Affiliate Workshop & Affiliate Network:** Led Affiliate Workshop planning meeting, recruited facilitators, finalized scholarships and communicated with NAAEE; participated in Affiliate Network mentorship meeting.

B. Professionalism

1. **OPTS Conference:** Participated (via conference call) in the first planning committee meeting.
2. **Certification Program:** Participated in enrollment documentation call and certification development team meeting (in person).
3. **Lamoille Institute for Educators (LIFE):** Debriefed 2007 program with facilitators and coordinator.
4. **Project WET Correlation:** Completed the Project WET correlation with Nevada academic standards.
5. **Lake Tahoe Workshops:** Additional planning of Tahoe workshops.
6. **Combined Facilitator Workshop:** Continued discussions with potential partners.

C. Leadership

1. **Newsletter:** Created and distributed email newsletter on No Child Left Inside, K-12 grants, and VISTA recruitment.
2. **No Child Left Inside:** Created, faxed and mailed letters to all Nevada congressional representative asking that they support the No Child Left Inside Act of 2007 which would revise No Child Left Behind to recognized environmental education and fund capacity building at the state level.

D. Funding

1. **Conservation Education Mini-Grant Program:** Revised web pages and documentation for 2007–2008 program. Solicited funding from agencies.

E. Administration

1. **Financial Stewardship:** Ongoing bookkeeping and creation of financial reports.

2. **Grants:** Submitted final report, invoice and other documents for Year 2 of the EETAP Capacity grant.
3. **Budgeting:** Created several budget/actual report format for board consideration.
4. **Board Relations:** Prepared documents and agenda input for the September board meeting. Transcribed August meeting minutes. Completed Executive Director work plan based on materials provided by the board.
5. **VISTA:** Communication with VISTA partners. Draft MOU for NDSP. Invoices to all three partners for administrative fee. Participated in VISTA training session in Reno.
6. **Reporting:** Completed Executive Director report.
7. **Maintenance:** Maintained computer systems and backed up documents on a regular schedule.

Next Period: September

Starting with September, I will revert to once-a-month reports, to balance the work of creating the reports with the value of the reports to the board.

A. Partners

1. **Environmental Literacy Summit:** Create an outline of the Environmental Literacy Summit. Form a subcommittee which will develop detailed plans for the summit.
2. **CRC:** Participate in Carson River Coalition Education Working Group meeting.
3. **PCC:** Participate in Parasol Community Collaborative and Education Team annual strategic planning retreat.
4. **Affiliate Workshop & Affiliate Network:** Continue planning of the Affiliate Workshop which occurs at the NAAEE Conference in November. Participate in Steering Committee conference call.

B. Professionalism

1. **Certification Program:** Participate in certification development team meetings (via conference call).
2. **Our Places Tell Stories (OPTS) Conference:** Participate in planning meetings.
3. **Lamoille Institute for Educators (LIFE):** Finalize all 2007 documents, meet with potential partners and funders about 2007 and 2008 programs.
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.
6. **Combined Facilitator Workshop:** Additional discussion on combined project facilitator workshop, initial location, schedule, credit and syllabus.

C. Leadership

1. **No Child Left Inside:** Schedule meetings with the staff of all Nevada congressional representatives to discuss No Child Left Inside and NNREC.
2. **Newsletter:** Create and distribute email newsletter.

D. Funding

1. **United Way:** Meet with Karen Barsell of the United Way of Northern Nevada and the Sierra, and determine whether we will become a partner. Schedule October meeting with United Way of Southern Nevada.
2. **Community Foundation of Western Nevada:** Meet with Chris Askin of the foundation, including at least one board member, to inform the foundation about our programs and inform NNREC about the foundation.
3. **Nevada Community Foundation:** Schedule October meeting with NCF.
4. **Grant Application:** Select one major foundation grant to apply for, which offers operating funds, and create the letter of inquiry and/or application.
5. **Fundraising Plan:** Revise the fundraising plan and meet with the fundraising committee at least once.
6. **Conservation Education Mini-Grant Program:** Accept applications for the 2007–2008 program. Continue to seek additional funding.

E. Administration

1. **Financial Stewardship:** Continue bookkeeping and filing to keep records up to date; continue learning about QuickBooks classes, budgeting and payroll; respond to IRS request for more information on IRS form 990.
2. **Grants:** Follow-up for timely payment of grant and other invoices. Create budget and work plan for EETAP Capacity Year 3.
3. **Budgeting:** Revise budget in format desired by the board, using new projections of income and expenses for the remainder of the year.
4. **Board Relations:** Participate in board meeting conference call; transcribe September minutes.
5. **VISTA:** Complete MOU with NDSP, assist NDSP in creating VAD and OSOT for Lake Tahoe and Dangberg positions, assist NDSP in marketing and recruiting for positions, start regular VISTA meetings.
6. **Reporting:** Complete Executive Director report.
7. **Maintenance:** Maintain computer systems and backup documents on a regular schedule.