

NAGT Executive Office

Annual Report

Submitted by Amy Collette, SERC Financial & Administrative Director

The Executive Office supports the work of the Executive Director, the management of the organization, and the management and implementation of the NAGT programs and activities. On December 1, 2019, Dr. Anne Egger started in the role of Executive Director. Our office supported Dr. Cathryn Manduca as Executive Director through October 31. Amy Collette worked with President Karen Viskupic to guide NAGT in the absence of an Executive Director during the month of November. Since December 2019, the Executive Office meets regularly with the Executive Director. These meetings, which started as weekly and have moved to every other week, have a dual role in helping the office staff communicate with the Executive Director on the programs and activities that the office supports and in assisting the Executive Director in the work she performs. These meetings have proven to be invaluable in keeping the lines of communications open.

Our ongoing efforts for NAGT included support for the Executive Committee, Council, Committees, Divisions, and Sections in their work. We worked to support the updates to the bylaws, the search for a new JGE Editor-in-Chief, workspace management, virtual meetings, and for the Executive Committee's annual "face-to-face" meeting (which ended up being held virtually over two days in May due to COVID-19). We also supported committees in their volunteer work for the organization, particularly as new opportunities arose for the DEI committee.

In supporting NAGT's membership management, we saw a substantial increase in membership for 2020 (1711 members; a 7% increase over 2019). Part of the increase was due to Early Career workshop participants receiving a 2020 NAGT membership as part of their workshop registration.

The Executive Office continued to manage the finances of the organization. We worked with the Executive Director and Treasurer to budget and present the FY21 financials to the Executive Committee. We also monitored and reported on the financials for FY20 and made adjustments as the world changed. We also continued to support Division treasurers in their role, specifically meeting with the new treasurers for the 2YC and GER Divisions. We executed contracts for the new Executive Director, the SERC/NAGT MOU, the Executive Office, the *On the Cutting Edge* Program Support, the JGE Interim Editor-in-Chief and new Editor-in-Chief, and an appointment letter was executed for the new ITT Editor. We also supported the renegotiation of the publishing contract for JGE with Taylor & Francis. Additionally, we also managed the 2018 tax return, including preparation of supporting documents, reports for the Executive Director and Executive Committee, and filing with governmental agencies. Finally, we renewed the general liability insurance and D&O insurance for the organization, processed 1099s and filed the biennial report for the District of Columbia.

The Executive Office also worked in coordination with the publishers and editors for JGE and ITT. We continued to support JGE in the individual subscriptions to our members and ensured that mailing lists were sent to the publisher upon request. Over the course of the past year, we have processed 31 publication charge invoices, receiving payment on 61% of those billed. The Executive Office worked with the ITT copy-editor and printer on reviewing and proofreading issues, managing mailings to current NAGT members, and mailing back issues to new members.

We represented NAGT at GSA in Phoenix, AZ, through multiple activities, including booth staffing, promotions for membership and sponsored projects, planning and attending meetings for the Executive Committee, Council, Divisions, USGS/NAGT Field Study Cooperative program, and the awards luncheon. We also represented NAGT at AGU in San Francisco, CA, through booth staffing and promotions for membership and sponsored projects and we supported a virtual booth at NABG's conference in September. We wrote and sent the NAGT newsletter each month via email, solicited advertising to ITT, and managed

NAGT's social media platforms. We also assisted Sections in the promotion of NAGT at GSA Sectional Meetings across the country. Unfortunately, many were cancelled or moved online in light of current events associated with COVID-19. We also are continuing to work on shifting our work at GSA to an online format, with a virtual booth, virtual meetings, and a virtual social event.

We continued to support the awards process. Our support for the award committees increased as we navigated COVID-19 (deadline extensions, process reviews). In February, 61 Field Camp scholarship applications were processed, and we awarded 15. Due to COVID-19, many field camps did not take place, and consequently, many awardees were unable to accept their award. As a result, the Executive Committee rolled the unused awards over to 2021. We also supported 20 OEST winners, notifying partner professional societies of the awardees, and preparing for the announcements through our website and publications. In addition to plaque ordering and soliciting citations, we supported online video production for the Christman, Shea, and Miner awards since we are unable to celebrate in person this year.

Our close collaboration with and support of the USGS/NAGT Field Study Cooperative program continued. Dr. Burmeister worked with office staff on moving the forms and surveys that are used each year from another platform to the NAGT website. We also developed a listserv and fostered community-building for Field Camp leaders to help facilitate communications and archiving.

We supported the established professional development programming of the organization and have supported the growth of the webinar series as well as worked on expanding the EER site selection further than one year out. With changes due to COVID-19, we worked with NAGT leadership to transition the Earth Educators' Rendezvous (EER) and Early Career workshops into an online format. Through support for registration, programming, and leadership changes, we saw the largest attendance at an EER to date (384). Similarly, the workshop for Early Career Geoscience Faculty: Teaching, Research, and Managing Your Career included shifting the program support from in person to virtual, and supported a large audience, which included 78 participants and 10 leaders. This included shifting support from in person to managing Zoom meetings as well as modifying the website to support the virtual format while also enabling privacy around sensitive topics covered at the workshop. We also supported 7 traveling workshops, 21 webinars, a virtual Review Camp and the Heads & Chairs workshop at AGU.