

NAGT Executive Office

Annual Report

Submitted by Amy Collette, SERC Finance 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. In March 2021, Sandy Lynn-Proshok left SERC for another opportunity outside of Carleton. For two months, we were a small team working on keeping the organization moving forward. In June 2021, Allison Jones also left SERC for another opportunity outside of Carleton. The same month, we welcomed two new staff members: Ian Taylor (SERC Administrative and Financial Assistant) and Pa Yao Vue (SERC Administrative and Events Assistant). Both have taken on a substantial amount of the day-to-day work of the organization. Along with myself and Monica Bruckner, we continue to make up the core staff that supports the organization. We meet every two weeks with the Executive Director, Anne Egger, to update her on our work.

Our ongoing efforts for NAGT included support for the Executive Committee, Council, Committees, Divisions, and Sections in their work. We worked to support an update to the Climate Change Position Statement, workspace management, virtual meetings, and for the Executive Committee's annual "face-to-face" meeting (which was held virtually over two days in April due to COVID-19). We also supported committees in their volunteer work for the organization, particularly supporting the formation of the new Development committee. We successfully executed the 2021 elections and supported a membership survey. We also updated the membership demographic collection system and began work on a redesign of the NAGT front page.

In supporting NAGT's membership management, we saw a decrease in membership for 2021 (1611 members; a 6% decrease from 2020). This past year we worked on consistently providing Sections and Divisions monthly updates on their membership. We are hoping that receiving this type of regular communication will help everyone support increasing memberships in the organization.

The Executive Office continued to manage the finances of the organization. We worked with the Executive Director and Treasurer to budget and present the FY22 financials to the Executive Committee. We also monitored and reported on the financials for FY21, specifically adding a financial dashboard to the quarterly reporting. We also continued to support Division treasurers in their role, specifically meeting with the new treasurer for the TED Division. Upon recommendations from the Investment Committee and approval from the Executive Committee, we set up and transferred half of our endowment to a new Vanguard mutual fund. Additionally, we managed the 2019 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 signed an engagement letter with Clifton Larson Allen for an audit of FY21.

The Executive Office also worked in coordination with the publishers and editors for the Journal of Geoscience Education (JGE) and In The Trenches (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 36 publication charge invoices, receiving payment on 56% 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. The Executive Office also managed providing an online version of each issue of ITT, with the first issue of 2021 being offered only online (no paper copy).

We represented NAGT virtually at GSA Connects, through multiple activities, including booth staffing, planning, and attending meetings for the Executive Committee, Council, Divisions, and the NAGT/USGS Field Study Cooperative program. In lieu of an awards luncheon, we created a GSA awards page that highlighted all the awardees and sponsored an education social with Remo. We would have presented these at

a face-to-face luncheon, but opted for a virtual option for the awards and meetings due to COVID. We did not participate in a virtual booth at AGU, but did sponsor a xxxx instead. For the first time, we helped set up a virtual booth at the UTEACH STEM Conference and also at the NABG annual conference. We wrote and sent the NAGT newsletter each month via email, solicited advertising to IIT, and managed NAGT's social media platforms.

We worked with member volunteers on a variety of initiatives. We continued support for students and faculty to find both virtual and field-based field camps, a continuation of last year's efforts. In addition, we facilitated creating a web resource that supports this year's AGI Earth Science Week theme "Water Today and for the Future." And finally, we supported the Diversity Committee's initiative to collect and feature a set of Diversity Stories from our members.

We continued to support the awards process. In February, 34 Field Camp scholarship applications were processed, and we awarded 20. Due to the ongoing pandemic, some field camps continued to delay or modify their camps but all awards given were accepted. We also supported 14 OEST winners (6 Section, 8 state; two of these winners were both Section and state awardees), 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 began to solicit videos for the Christman, Shea, Miner, Excellence in JEDI (new this year) 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 updating the forms and surveys. We also continued to support their listserv that fosters community-building for Field Camp leaders.

We continued to support the professional development programming of the organization. With the ongoing pandemic, we worked with NAGT leadership on executing the Earth Educators' Rendezvous (EER) virtually. This year's conference featured support for K-12 participants, 5 Monday-Wednesday morning workshops, 6 Thursday-Friday morning workshops, 14 afternoon mini-workshops, 12 roundtable discussions, 2 plenary speakers, 43 oral presentations, 42 poster presentations, 18 share-a-thon presentations, and 9 teaching demos. We also saw the largest attendance at an EER to date (430, surpassing last year's attendance record of 384). Similarly, the workshop for Early Career Geoscience Faculty: Teaching, Research, and Managing Your Career was offered virtually again and supported a large audience, which included 56 participants and 11 leaders. We also supported 10 traveling workshops (one was international), 21 webinars, a virtual Review Camp, and the Heads & Chairs workshop at AGU.