

## Administrative Mid-Year Report, Summer Board Meeting, 2023

- 1) Completed Carter Grant letters before leaving for Mexico on January 22, 2023
- 2) Initiated various Zoom meetings with Tom Stewart, Margaret Menache, and Jane Kruse to manage a smooth transition to president
- 3) The bylaws, updated by membership vote and signed at January 2023 board meeting were submitted to the state in June 2023.
- 4) New conservation committee chair, Sylvan Kaufman, was identified. She has had a first organizing committee meeting, by zoom, and the group will continue their organizing work by email until a second meeting occurs.
- 5) Updates: grant application form and grant application guidelines, Year End Report form for the Carter grants, Teacher Nomination form.
- 6) The bulk of the Grants Administration work has been assigned to Lindsey as part of her "Additional hours", charged separately from the membership coordinator position. She will help with sending out the Year End Report (YER) form and gathering those for board review.  
She will also monitor the cartergrantapps gmail account and answer questions about the grants and give technical assistance with the form if anyone needs it.  
She will also collect the teacher award nominations and manage those.  
YERs, teacher nomination forms, and grant applications (as pdf) will be saved on the google drive for the cartergrantapps email address and shared with board members there.
- 7) Mention: Jane Kruse has let us know that she does not intend to seek another term as Recording Secretary, so please be on the lookout for a person who might want to run for this position.
- 8) Madeleine Woodward will be defining her own work schedule so that it will work well with her teaching position. This may have to change semester by semester, but she will designate the day of the week when she works on NPSNM and chapter website requests, and she will have a weekly deadline for us. Presently, she will be working on web updates on Tuesdays. She will begin her weekly work by opening and reading the requests and prioritizing them. She will complete all requests that are most urgent first. Items that she does not have time for one week and are not urgent will be rolled on to the following week's work.  
This should help to both clarify and expedite for all.
- 9) We began an "Annual Conference Tool Kit," which can be found in the "Administrative" portion of the "statewide" page found on the "chapters" tab of the NPSNM website. We hope that all chapters will share planning resources and files to share here.
- 10) During Spring 2023 we visited the following NPSNM chapters: El Paso chapter, with a field trip to the Desert Garden at UTEP; Otero chapter, with a hands-on workshop by Lloyd Kreitzer, the Fig-Man of Albuquerque; Las Cruces chapter, with a meet and greet, followed by an evening program. We also participated in the UNM Herbarium botanical foray to the Zuni Mountains in early June. We have met many NPSNM members and allies.
- 11) In July we visited the Taos chapter, attended an evening program, a chapter social event at the greenhouse, and a field trip to Agua Sarca Trail.
- 12) In August we visited Santa Fe chapter for a chapter social, visited the Santa Fe Botanical Garden, the Institute for Applied Ecology, the NMSU extension office to learn about the Master Gardener's SNaPP, and the Railyard wildflower project.
- 13) In September, spent three days with Bryana Olmeda, 2023 CCF Grant recipient, in the Brokeoff Mountains, NM collecting and pressing plants for her Brokeoff Mountain flora project.
- 14) Several of the above visits targeted current and past CCF recipients, as well as the 2023 NPSNM Science Teacher of the Year.
- 15) We are working on making important changes on what kind of information goes on the FaceBook page. The first step, obtaining administrative access for Madeleine has been successful.

Respectfully submitted by Don and Wendy Graves, NPSNM Co-Presidents