

NAGT Executive Office 2025 Annual Report

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Executive Office Staffing

The Executive Office supports the work of the Executive Director, the management of the organization, and the management and implementation of the NAGT programming and activities. The Executive Office staff has been consistent for much of the year. Mitchell Bender-Awalt, Rebecca Bradley, Monica Bruckner, Amy Collette, and Brianna Douglas remain in their roles at SERC and continue to support the work of the Executive Office. Mitchell Bender-Awalt took an extended parental leave in the spring. Ashley Carlson supports the NAGT webinar series. Holly Kelchner, John McDaris, and Monica Bruckner have assisted with the virtual workshop series. The Executive Office staff meet approximately every two weeks with the Executive Director, Anne Egger, to provide updates and coordinate our work.

Cheryl Manning continued in her role as NAGT's Media Editor, managing NAGT's social media platforms in coordination with the Executive Office as well as the NAGT News email newsletter.

NAGT Administration and Executive Committee Support

Our ongoing efforts for NAGT included support for the Executive Committee, Council, Committees, Divisions, and Sections in their work. We worked to support organization leadership through workspace management, virtual meetings, and for the Executive Committee's annual mid-year meeting which was held online. We also supported committees in their volunteer work for the organization, particularly the ongoing efforts of the Development, Membership, Diversity, Equity, and Inclusion, and Professional Development committees.

In the fall, the Executive Office assisted with planning online meetings for the Executive Committee, Council, Divisions, and planning and executing honoring our awardees at the NAGT/GSA GeoED/CUR virtual awards luncheon. We assisted the Executive Director with production of a summary annual report for membership and distributed it to all members electronically.

Utilizing modifications to the NAGT elections process in 2024 that added functionality that allows the ballot to display the appropriate Section and Division ballots for members, we successfully executed the 2025 elections, including the elections for the Sections.

Executive Office staff worked with member volunteers in several ways. We assisted with the development and modification of portions of the NAGT website, including the Traveling Workshops Program, In the Trenches, and On the Cutting Edge Professional Development Program. We developed new online leader resources, including a hub for leadership documentation, an annual meetings page, and an elections process page. We also facilitated

the creation of a web resource that supports this year's AGI Earth Science Week theme "Energy Resources for Our Future."

We continued to support the On the Cutting Edge professional development programming of the organization. We worked with NAGT leadership on preparing for the next Earth Educators' Rendezvous (EER), taking place in July 2026 at the University of South Carolina. We created the initial website and supported the planning committee, including providing editing access to the web pages and making modifications to the program structure and workshop proposal form.

The workshop for the Early Career Geoscience Faculty: Teaching, Research, and Managing Your Career was offered again this year and included 53 participants and 10 leaders. Due to termination of the workshop grant prior to the workshop, we also worked with the Executive Director and workshop conveners on a donation and sponsorship campaign to cover the funding that was lost. We propagated this donation and sponsorship model (adding donation forms and sponsorship) information to upcoming professional development programming as well. We also supported one traveling workshop, virtual workshops on facilitating effective group projects in geoscience courses, mentoring for student success, and course design, 12 webinars, and the Heads & Chairs workshop at AGU.

Membership

In supporting NAGT's membership management, we saw a decrease in membership for 2025 from 1326 to 1255 members. This is the fifth straight year of decreased membership, from a high of 1711 in 2020. This year we continued our efforts to consistently provide Sections and Divisions regular updates on their membership. We hope that receiving this type of regular communication helps everyone support increasing memberships in the organization. For the 2026 member drive, the Executive Office is working closely with the Membership Committee and NAGT Media Editor, Cheryl Manning, to coordinate messaging with members and non-members across our website, social media platforms, and communications.

For more detail, see the 2025 Membership Report.

Finances

The Executive Office continued to manage the finances of the organization. We worked with the Executive Director and Treasurer to budget and present the FY25 financials to the Executive Committee. We continued to support Division and Section treasurers in their roles, providing financial information when requested. Our office also facilitated sending thank you letters to the many donations received, mostly attributed to the donor campaign launched in response to the terminated funding for the Early Career workshop. Additionally, we managed the 2024 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 directors and officers insurance for the organization and processed 1099s.

Publications

The Executive Office 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 JGE publication charge invoices. We received payment on 24 of those billed (67%) and granted 8 waivers.

In January, members of the Executive Office worked with the editor for In the Trenches to move the publication to a purely online format. In March, the ITT Editor stepped down, and Cheryl Manning was contracted as the interim editor of ITT in June 2025 while the search for the new ITT editor was conducted. Cheryl Manning was appointed as the Editor for ITT and will serve in that role going forward. There were 14 articles published online this year.

Marketing, Advertising, and Communications

The Executive Office represented NAGT at the Geological Society of America (GSA) Fall Meeting in Anaheim, CA through activities including exhibit booth planning and staffing, volunteer management, and promotions for membership and sponsored projects.

Each month, Executive Office staff worked with the NAGT Media Editor to prepare and distribute the NAGT News newsletter via email. We also developed new advertising materials and signage, including updated target audience flyers, Earth Science Week bookmark, and professional development promotional materials.

This was the third year of operation for the online NAGT merchandise store. In the past year there have been 9 sales of NAGT products. Executive Office staff continue to monitor and manage the NAGT store.

Awards, Grants, and Scholarships

We continued to support the awards process. In February, 119 Field Camp scholarship applications were processed, and we awarded 18. We also awarded 25 Outstanding Earth Science Teacher winners (8 Section, 17 state), notifying partner professional societies of the awardees, and preparing for the announcements through our website. 22 Outstanding Teaching Assistant awards were given. Plaques or certificates were ordered and citations were solicited for Miner, Shea, Christman, JEDI, Stout, OEST, OTA, and JGE award winners.

The Gary Fuis and Stacey Andrews NAGT/USGS Cooperative Summer Fellowship scholarships were not awarded this spring because the USGS did not have fellowship positions due to the Federal government hiring freeze.

Computer Services

The Executive Office continued to support the organization's web presence through the NAGT website, hosted by Serckit. We leveraged Serckit to enable internal and external communications using email lists and workspaces. Office staff engaged in day-to-day maintenance to the website, including fixing broken links, updating leader information, and minor content updates.

See the 2025 Website Analytics Report for details.