

NAGT Executive Office 2022 Annual Report

Submitted by Mitchell Bender-Awalt, SERC Project Coordinator

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 personnel in the Executive Office saw a few transitions the 2021-2022 fiscal year. In January 2022, Amy Collette (SERC Finance Director) stepped back from her role as the operations manager of the Executive Office. Amy continues to manage the business and financial work of the Executive Office. Mitchell Bender-Awalt (SERC Project Coordinator) joined the Executive Office at that time, taking on the day-to-day management of the office. In February 2022, Ian Taylor left SERC for another opportunity outside of Carleton and closer to home. Maureen Kahn (SERC Content Specialist) took on some responsibilities related to the awards process after Ian's departure. For three months, the Executive Office operated short-handed until Rebecca Bradley (SERC Administrative and Financial Assistant) joined the SERC office in June 2022. Pa Yao Vue and Monica Bruckner continue in their roles as critical staff members supporting the work of the organization. The Executive Office staff meet approximately every two weeks with the Executive Director, Anne Egger, to provide updates and coordinate our work.

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 "face-to-face" meeting (which was held virtually this year due to ongoing challenges related to COVID-19). We also supported committees in their volunteer work for the organization, particularly supporting the formation of the new Development, Membership, and Sections committees. We successfully executed the 2022 elections. Members of the Executive Office also participated in Executive Director and SERC contract discussions.

Executive Office staff worked with member volunteers in several ways. We participated in the redesign of the website, from planning stages to the implementation of changes to the look-and-feel, structure, and content. We supported the work of the DEI Committee through the setup of support for the Diversity Stories collection. We continued to support for students and faculty to find both virtual and field-based field camps, improving upon the infrastructure and process developed last year. We also facilitated creating a web resource that supports this year's AGI Earth Science Week theme "Teaching About Sustainability." Members of the Executive Office assisted with the hosting and development of the NAGT-sponsored Integrated, Coordinated, Open, Networked (ICON) action for Earth and Space Science Education Initiative website.

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. We worked with NAGT leadership on executing the Earth Educators' Rendezvous (EER), which took place in person for the first time in two years. This year's conference was held in the Twin Cities, MN, and featured 6 Monday-Wednesday morning workshops, 4 Thursday-Friday morning workshops, 13 afternoon mini-workshops, 11 roundtable discussions, 2 plenary speakers, 36 oral presentations, 44 poster presentations, 10 share-a-thon presentations, and 7 teaching demos. Attendance was down to 224 from its pandemic high of 430. The workshop for the Early Career Geoscience Faculty: Teaching, Research, and Managing Your Career was offered again this year and included 38 participants and 11 leaders. We also supported 6 traveling workshops, 25 webinars, a virtual Review Camp, and the Heads & Chairs workshop at AGU.

Membership

In supporting NAGT's membership management, we saw a decrease in membership for 2022 (1422 members; a 12% decrease from 2021). This past 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 more detail, see the 2022 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 FY23 financials to the Executive Committee. We also monitored and reported on the financials for FY22. In addition, we continued to support Division treasurers in their role, providing information when requested. Upon agreement of the Investment Committee and approval from the Executive Committee, we moved remaining funds in our Oakmark account to Vanguard. Additionally, we managed the 2021 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 cooperated with Clifton Larson Allen on the audit of FY21 finances.

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 37 publication charge invoices, receiving payment on 54% of those billed. We also completed the relocation of

all remaining back-issues from Allen Press to storage in the SERC office. 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 managed providing an online version of each issue of ITT. We also worked with the ITT copy-editor to complete the transition to all-online issues of ITT, with the exception of the October issue, which features the Association's award winners. The Executive Office produced an annual report for 2021 that was distributed to all members.

Marketing, Advertising, and Communications

We represented NAGT virtually at GSA Connects 2021, through multiple activities, including booth reservations, 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. 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 also supported NAGT at AGU 2021, including planning, packing, shipping, and staffing/volunteer management for the NAGT booth. The Executive office also prepared and shipped materials for the booth at the UTEACH STEM Conference. Each month, Executive Office staff prepared and distributed the NAGT News newsletter via email, and managed NAGT's social media platforms. We also developed new advertising materials and signage, including a new NAGT membership rack card, Earth Science Week bookmark, and banners.

This year, Executive Office staff implemented a new tool for promotion and fundraising for the organization—the NAGT merchandise store. Staff members researched potential online stores, developed mockups of products, designed the website, and advertised the new store. Since going live in June, the store has sold 22 times, not including those ordered by the organization. Executive Office staff continue to monitor and manage the NAGT store.

Awards Program

We continued to support the awards process. In February, 55 Field Camp scholarship applications were processed, and we awarded 20. We also supported 13 OEST winners (6 Section, 8 state; one of these winners was both Section and state awardees), notifying partner professional societies of the awardees, and preparing for the announcements through our website and publications. Plaques were ordered and citations were solicited for Shea, Christman, JEDI, OEST, and JGE award winners.

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 also the 2022 Website Analytics Reports.