

# NEVADA INDIAN COMMISSION

Staff Quarterly Report  
May 1 – July 31, 2018



## NIC Staff Reports

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This report encompasses efforts completed by the Nevada Indian Commission (NIC) staff on behalf of NIC between the dates of May 1, 2018 to July 31, 2018.

### Executive Director

*By Sherry L. Rupert*

#### Administrative

- Reviewed weekly Budget Status Reports
- Approved staff timesheets
- Coordinated weekly staff meetings (Monday's)
- Reviewed and approved Request for Permission to Undertake Structural or Visual Alterations from the State Historic Preservation Office (SHPO) as submitted
- Reviewed and edited NIC Internal Controls document for NIC Board approval.
- Developed the itineraries and meeting schedule for annual Tribal Visits (August and September 2018)
- Drafted agenda and contacted speakers for NIC Quarterly Board Meetings (May 30 and August 28, 2018)
- Prepared Executive Director report for quarterly NIC Board Meetings (May 30 and August 28, 2018)
- Met with the Department of Tourism and Cultural Affairs Director and Fiscal Office on FY20-21 Budget Needs and Priorities for NIC Budgets (2600 and 2601)
- Met with Stewart Museum Director to draft FY 20-21 Budget Needs for BA 2601
- Coordinated meeting location and tour logistics for the August NIC Quarterly Board Meeting
- Created a new template for Staff reporting to the Board
- Prepared and presented an update on NIC activities for the July 27, 2018 Inter-Tribal Council of Nevada Meeting
- Requested a meeting and met with Department of Tourism and Cultural Affairs Public Relations Department on creating a Public Relations Plan for the NIC
- Attended an initial meeting with the Internal Audit Division and compiled requested documents for their use in an audit of the agency
- Participated in a meeting with the Department of Tourism and Cultural Affairs and the State Public Works Division on agency Capital Improvement Project (CIP) requests and project priorities.
- Updated staff work performance standards (2)
- Drafted and finalized Stewart Advisory Committee meeting agendas and reviewed, edited and approved previous meeting minutes for June 1 and August 2, 2018 meetings
- Drafted the 2018 American Indian Achievement Awards selection policy for Board approval
- Reviewed and approved FY 19 budget projections for BA 2601 and BA 2600
- Reviewed and approved NPD-19s and FY20-21 budget projections for BA 2601
- Drafted a new unclassified position request for BA 2600, along with budget request for BA 2600

## **Stewart Indian School Living Legacy**

- Coordinated and facilitated bi-weekly Stewart Father's Day Powwow Planning Committee meetings
- Coordinated the 2018 Stewart Father's Day Powwow
- Assisted in the coordination of the Stewart Indian School Blessing Ceremony; contacted all speakers and spiritual leaders, prepared event budget and created event brochure (schedule). Also, coordinated Nevada Governor Brian Sandoval as the key note speaker for the event along with his message for the event brochure.
- Identified Stewart alumni for a private viewing of Stewart Indian School documentary facilitated by the Stewart Indian School Preservation Alliance (SISPA)
- Met with museum design team and consultants on Stewart Indian School Cultural Center and Museum exhibit design
- Participated in a pre-construction meeting with the State Public Works Division (SPWD) and Stewart Indian School Cultural Center and Museum contractor, Reyman Brothers to go over SPWD policies and expectations for the project that will begin in August.
- Participated in Old Gym schematic design meetings
- Met with State Public Works Division and consultants for construction document (CD) presentation on the Old Gym
- Coordinated the finalization of the DVD cover art and text for the Stewart Indian School Documentary
- Reviewed and approved the 2018 Stewart Father's Day Powwow Final Report and Nevada Arts Council Powwow Project Grant and AIANTA Grant Reimbursement documents
- Started planning for the 2018 American Indian Achievement Awards Banquet (created timeline); have to change location due to upgrades to the Nevada Room for the incoming Governor
- Provided Stewart Presentations and Tours to the following organizations/groups: Retired School Employees (5/2), Sierra Place (5/29), Nevada Museum of Art staff (6/27), Nevada Arts Council staff (6/28) and Ladies Who Gadabout Reno (7/31)
- In the process of reviewing the Stewart Indian School Master Plan for possible edits

## **Tourism**

- Attended the American Indian Alaska Native Tourism Association (AIANTA) Board of Director's Retreat in Albuquerque, NM
- Met with consultant on new design elements for the American Indian exhibit at the Reno-Tahoe International Airport
- Reviewed and approved the 2018 Nevada Tribal Tourism Conference Final Report and closed out finances and grants for Nevada's Indian Territory
- Participated on monthly conference planning calls for the 20th Anniversary American Indian Tourism Conference (AITC)
- Participated on teleconference calls for recruitment of new members on AIANTA Board of Directors and interviews to fill the AIANTA Public Relations and Media Specialist position
- Attended meetings with the Bureau of Indian Affairs and congressional representatives in Washington DC in regard to implementation of the Native American Tourism and Improving Visitor Experience Act (NATIVE) and pending MOU with AIANTA

- Attended 2018 IPW (largest travel and trade show in North America) in Denver, CO to represent Nevada's Indian Territory and AIANTA
- Coordinated and facilitated bi-monthly Indian Territory meetings
- Attended and facilitated monthly AIANTA Board of Director's meetings

### **Partnerships**

- Met with Director of the Department of Conservation Natural Resources on forming a stronger partnership between the two agencies
- Met with the new Administrator of the State Public Works Division (SPWD) on needs at the Stewart Indian School and the Stewart Indian School Master Plan
- Met with Sierra Nevada Media Group on strengthening outreach to tribal groups
- Met with Community Foundation of Western Nevada to find out about their programs and begin to build a relationship
- Met with new Tribal Liaison for the Nevada Division of Museums and History on her new role under SB 244 and forwarded tribal visit itineraries in the hopes she will join the visits.
- Met with the U.S. Department of Veterans Services Tribal Liaison and Nevada Department of Veterans Services to discuss the upcoming Nevada Veterans Advocate training (October 2019) in Elko, NV and the possibility of a third day to discuss issues of interest to tribal veterans and outreach to Nevada's tribes and veterans.

### **Legislative**

- Drafted Nevada Tribes Legislative Day schedule

### **Bi-State Tribal Natural Resources Committee (BTNRC)**

- Revised BTNRC by-laws for approval
- Provided updates/reports to the Bi-State Executive Oversight Committee on activities of the BTNRC and the 2019 Traditional Ecological Knowledge (TEK) Summit Planning Committee. The 2019 TEK Summit is scheduled for October 2019.
- Drafted the agenda for the August 23, 2018 Bi-State Tribal Natural Resources Committee meeting
- Met with U.S. Forest Service representative on funding mechanism for 2019 TEK Summit

### **Meetings Attended/Held**

- NIC Board Meetings (2)
- Held weekly staff meetings
- Attended monthly meetings with Governor's Office Senior Policy Advisor
- Attended quarterly Governor's Cabinet meeting, June 13, 2018
- Coordinated and facilitated a meeting between the Washoe Tribe and the Division of Museums and History for the new Battle Born exhibit at the state capitol.
- Participated in a mid-year teleconference for the Governors' Interstate Indian Council (GIIC) to plan the annual meeting to take place in South Dakota.
- Attended the Stewart Indian School Preservation Alliance (SISPA) bi-monthly meetings and reviewed and edited membership form for their first membership drive
- Attended the Nevada State Museum meeting on implementation of SB244 provisions
- Attended the quarterly Veterans Services Commission meeting, July 12, 2018

- Attended and presented at the July 27, 2018 Inter-Tribal Council of Nevada Meeting
- Attended and provided input into the Transportation Advisory Committee (TAC) MODA tool
- Met with Barrick representative on Newe Ghani Advisory Committee and researched and provided the group with a sample RFP for a feasibility study to be completed for their new cultural center
- Met with The George Washington University to assist in the planning and submittal of a proposal for an Indian Boarding School panel at the upcoming Native American Boarding School Healing Coalition Conference

## **Program Officer**

*By Sari Nichols*

### **Administrative**

- Completed Internal Control Self-Assessment Questionnaire for Executive Director to review and submit
- Coordinated Stewart Gym facility summer use schedule

### **Stewart Indian School Living Legacy**

- Created volunteer three-page hand-out for Stewart Father's Day Powwow
- Created information sheet for media covering the Stewart Father's Day Powwow
- Vendor Coordinator for the Stewart Father's Day Powwow
- Participated in Old Gym schematic design meetings
- Worked on mailing list for Cultural Center and Museum July 11 Blessing Ceremony
- Attended Stewart Advisory Committee meeting
- Participated in a pre-construction meeting with the State Public Works Division (SPWD) and Stewart Indian School Cultural Center and Museum contractor, Reyman Brothers to go over SPWD policies and expectations for the project that will begin in August.
- Prepared the final report for the 2018 Stewart Father's Day Powwow

### **Tourism/Grants**

- Closed out FY 18 grants on behalf of Indian Territory
- Applied for first half of FY 19 grants on behalf of Indian Territory
  - IT-19-01 Administrative Grant \$5,000
  - IT-19-02 AIANTA Conference \$5,000
  - IT-19-03 Stewart Indian School Website Maintenance \$2,400
- Attended Nevada's Indian Territory meetings (2)
- Closed out 2018 Stewart Father's Day Powwow Nevada Arts Council Powwow Project grant and prepared final report

### **Veteran's Affairs**

- Volunteered for the Department of Veterans Services outreach table at the Silver State Gourd Society, 4<sup>th</sup> Annual Gourd Dance Celebration event at the Reno-Sparks Indian Colony August 18, 2018

### **Accounting**

- Reconciled accounts payables and receivables to the Budget Status Reports weekly
- Prepared budget tracking spreadsheet, binder, and files for FY 2019
- Attended monthly fiscal meetings

## **Program Development/ Outreach**

- Working with Executive Director and Department of Tourism and Cultural Affairs Public Relations Specialist on development and implementation of NIC media outreach goals
- Working with Executive Director and Nevada Department of Tourism and Cultural Affairs marketing department to update the Nevada Indian Commission brochure, including new language and updated graphics

## **Administrative Assistant**

*By Denise M. Becker*

### **Administration**

- Responded to all emails received and distributed in-coming mail on a daily basis
- Attended staff meeting to discuss weekly meetings, appointments, goals, issues, tasks, and travel
- Compiled all 2018 NV Tribal Tourism Conference evaluations
- Created listing of tribal liaison representatives from all State agencies
- Drafted various correspondences as needed

### **Board Support**

- Created Board Meeting packets for the May 30, 2018 meeting
- Completed travel requests and claims for the Board

### **Meeting Minutes**

- Completed the February 22, 2018 Board Meeting Minutes
- Completed the May 30, 2018 Board Meeting Minutes
- Drafted the October 3, 2017 GIIC Meeting Minutes
- Drafted the May 2, 2018 GIIC Meeting Minutes
- Completed the April 6, 2018 Stewart Advisory Committee Meeting Minutes
- Completed the June 1, 2018 Stewart Advisory Committee Meeting Minutes

### **Stewart Indian School Living Legacy**

- Set up the NIC Conference Room with AV equipment and the proper quantity of chairs for several Stewart Indian School presentations to visiting schoolchildren
- Drafted the 2018 Powwow Program
- Volunteer Coordinator for the Powwow
- Created RSVP spreadsheet for the Blessing Ceremony and updated daily
- Responded to emails from people RSVP'ing their attendance at the Blessing
- Contacted possible vendors and arranged refreshments to be delivered to the Blessing Ceremony

### **Travel**

- Prepared travel request and claim for the Executive Director to attend IPW in Denver, CO
- Prepared travel request and claim for the Executive Director to travel to Washington, D.C. for NATIVE Act Appropriations
- Prepared travel request and claim for the Executive Director to attend the AIANTA board retreat in Albuquerque, NM
- Prepared travel requests for the Museum Director and Curator to participate in a cultural event during Artown at the Nevada Museum of Art

- Prepared travel request for the Executive Director to participate on a panel at the Native American Boarding School National Conference in Carlisle, PA
- Prepared travel request for the Executive Director to attend AITC in Albuquerque, NM
- Prepared travel requests for the Museum Director and Curator to attend the Association of Indigenous Archives, Libraries, and Museums Conference in Mystic Lake, MN
- Prepared travel request for the Executive Director's participation in the annual GIIC Conference at the Crazy Horse Memorial in Custer, SD
- Began the process for scheduling tribal visits for the Executive Director and Program Officer by contacting tribal offices via phone and/or email

## **Museum Director**

*By Bobbi Rahder*

### **Leadership and Organization Structure**

- Drafted proposed statute language for Executive Director review and approval to establish Stewart Indian School Cultural Center and Museum and to allow a museum store
- With curator developed Cultural Center and Museum Plan of Operations
- Worked with NIC Executive Director to determine staffing needs and drafted NPD-19s for two new positions in next legislative session
- Worked with NIC team to coordinate July 11, 2018 Blessing Ceremony for Stewart Indian School Cultural Center and Museum—250 people attended

### **Financial Stability**

- Drafted budget projections for FY 2019 budget
- Drafted budget request for FY 2020-2021 Biennium for Executive Director approval
- Began research to fundraise for Grand Opening of museum in spring 2019

### **Collections Stewardship**

- Assisted curator to design the components of the museum collections policy DRAFT

### **Education and Interpretation**

- Presented History of Stewart to: Sandy Miller School May 17; True Grit Reading Group May 18, 2018; Fallon Paiute Shoshone Tribe Summer Youth Program June 21, 2018
- Participated in Stewart Father's Day Powwow Committee with planning the Stewart Alumni Recognition Reception June 14, 2018
- Coordinated Cultural Center Alumni Booth for Stewart Father's Day Powwow, June 15-17, 2018, to share information about museum plans and new exhibit design
- Coordinated meetings with Gallagher & Associates staff, curator, three consultants, and Stewart Cultural Advisory Committee for exhibit design
- Collaborated with the Heard Museum on the logistics for loaning Stewart collection items for their exhibit, "The Boarding School Experience"
- Worked with curator to collaborate with retired State of Nevada geologist Jonathan Price to create a scavenger hunt for adults and children regarding rocks in Stewart buildings

## **Outreach**

- Collaborated with Reno Sparks Indian Colony in Reno Art Town event called Re: Awakening the Great Basin at the Nevada Museum of Art on July 14, 2018; 3,000 people attended. Set up booth, shared Stewart Indian School materials, and talked to visitors about our plans for the Stewart Indian School Cultural Center and Museum.

## **Facility and Risk Management**

- Participated in meetings with architect, State Public Works Project Director, and NIC Executive Director to plan for renovation of Stewart Indian School Cultural Center and Museum and Welcome Center
- Determined the use of FY 2018 funding of \$9,900 and scheduled work to be done to prepare Building #19 for future collection storage. This included removing asbestos and replacing concrete platforms at the front and back of Building #19.

## **Communication and Marketing**

- Determined updates to Stewart Indian School website. Updates: developed the content for a museum page, updated upcoming events, and changed the layout and photos.
- Worked with marketing staff at the Department of Tourism and Cultural Affairs (DTCA) on marketing plan for museum. Provided Stewart Master Plan marketing documents to staff of the DTCA for research purposes.

## **Curator**

*By Chris Ann Gibbons*

### **Leadership and Organization Structure**

- With museum director developed Cultural Center Plan of Operations
- Worked with NIC team to coordinate July 11, 2018 Blessing Ceremony for Stewart Indian School Cultural Center and Museum—250 people attended

### **Financial Stability**

- Advised museum director in projecting needs for FY 2019 budget
- Advised museum director in projecting needs for FY 2020-2021 museum operating budget
- Assisting museum director in determining fundraising needs for Grand Opening of museum in spring 2019

### **Collections Stewardship**

- Completed 4 research requests
- Organized condition reports and photographs of Stewart related BIA items housed at the Nevada State Museum Annex
- Compiled a list of Stewart's students, years of attendance, tribal affiliation
- Accepted new donations
- Re-organized collections storage and rehoused artifacts
- Coordinated digitization of Stewart Desert Braves yearbooks, posting on Stewart website these years: 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1970, 1972, and 1973. Copied and bound copies as they were ordered from alumni. 17 copies have been purchased in hard copies.



## **Education and Interpretation**

- Tours and presentations:
  - Coordinated: Nevada Retired School Employees Association May 2, 2018; Sierra Place Senior Living May 29, 2018; Nevada Arts Council Board June 28, 2018; Ladies Who Gadabout Reno and Beyond July 31, 2018
  - Conducted walking tours: Sandy Miller School May 17; True Grit Reading Group May 18, 2018; Fallon Paiute Shoshone Tribe Summer Youth Program June 21, 2018
- Talked to visitors at the Cultural Center Alumni Booth for Stewart Father's Day Powwow June 15-17, 2018, shared information about museum plans and new exhibit design, and sold copies of yearbooks to Stewart alumni
- Participated in Stewart Father's Day Powwow Committee in the planning of the Stewart Alumni Recognition Reception June 14, 2018
- Participated in meetings with Gallagher & Associates staff, three consultants, and Stewart Cultural Advisory Committee for exhibit design
- Located and photographed Stewart Indian School items to loan to the Heard Museum for their exhibit, "The Boarding School Experience"
- Worked with museum director to collaborate with retired State of Nevada geologist Jonathan Price to create a scavenger hunt for adults and children regarding rocks in Stewart buildings

## **Outreach**

- Attended and staffed the Stewart Indian School Cultural Center and Museum booth at the Reno Sparks Indian Colony in Reno Art Town event called Re: Awakening the Great Basin at the Nevada Museum of Art on July 14, 2018; 3,000 people attended

## **Facility and Risk Management**

- Researched and compiled list of museum best practices for storage of museum collections for new Cultural Center and Museum building as well as future collection storage in Building #19

## **Communication and Marketing**

- Implemented updates to Stewart Indian School website
- Posted to Stewart Facebook page on a regular basis and answered incoming inquiries