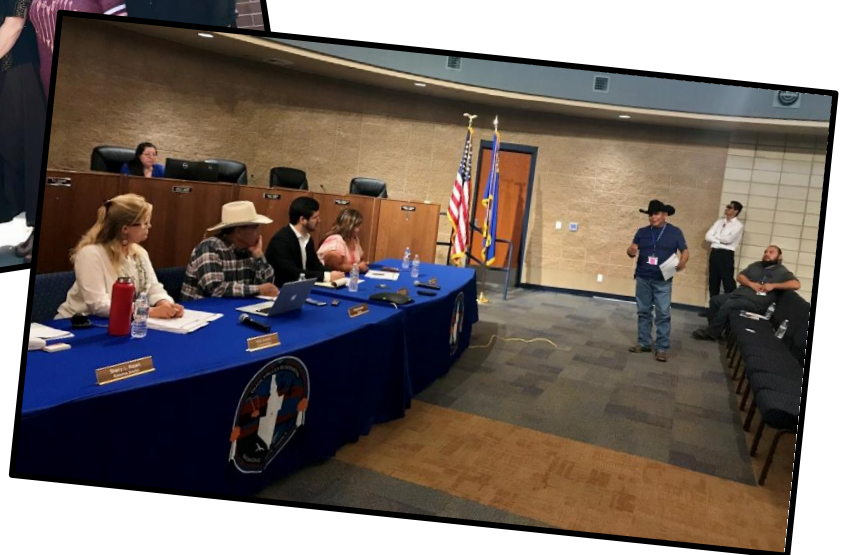


NEVADA INDIAN COMMISSION

Staff Quarterly Report
August 1 – October 31, 2018



NIC Staff Reports

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

Executive Director

By Sherry L. Rupert

Administrative

- Reviewed weekly Budget Status Reports
- Approved staff timesheets
- Coordinated weekly staff meetings (Monday's)
- Recreated FY 17 and FY 18 Agency Performance Measure spreadsheet
- Reviewed, edited and approved agency budget request
- Reviewed, edited and approved agency key performance indicators
- Recruited for Administrative Assistant III
- Made regular social media posts to the NIC and Stewart Facebook pages
- Prepared slides for NIC's Capital Improvement Project (CIP) requests for presentation to the State Public Works Board
- Drafted agenda and contacted speakers for NIC Special Board Meeting and Quarterly Board Meeting (October 23, 2018 and December 3, 2018)
- Prepared Executive Director report for quarterly NIC Board Meeting (December 3, 2018)
- Requested Gubernatorial Proclamations for 2018 American Indian Day and 2018 American Indian Heritage Month
- Coordinated meeting location and logistics for the December NIC Quarterly Board Meeting
- Reviewed preliminary audit findings with the Internal Audit Division and provided responses to their questions
- Prepared a presentation and provided testimony at the August 22, 2018 State Public Works Board Hearing. The Commission submitted two Capital Improvement Project (CIP) funds requests for the completion of the Old Gym (\$11.7 Million) and renovation of the Bakery building for collections storage (\$990,000).
- Prepared policy on selection of American Indian Achievement Award winners
- Followed up on requests and resources gathered during annual tribal visits
- Worked with the Legislative Council Bureau on drafting language for the two BDR's submitted by the NIC

Stewart Indian School Living Legacy

- Drafted and finalized the October 5, 2018 Stewart Advisory Committee meeting agenda and reviewed, edited and approved previous meeting minutes for August 3, 2018 meetings
- Reviewed, edited and approved Stewart Indian School Cultural Center and Museum brochure
- Attended the presentation of 100% construction documents on the Old Gym
- Met with the State Public Works Division Project Manager to discuss details of the collection storage needs of the Bakery building for the CIP request
- Reviewed and edited the National Historic Landmark Nomination application
- Met with museum design team and consultants on Stewart Indian School Cultural Center and Museum exhibit design
- Coordinated planning for the 2018 American Indian Achievement Awards Banquet and contacted all speakers and prepared the final report
- Provided Stewart Presentations and Tours to the following organizations/groups: Nevada Westerners (10/18)

Tourism

- Participated on monthly conference planning calls for the 20th Anniversary American Indian Tourism Conference (AITC)
- Coordinated and facilitated bi-monthly Indian Territory meetings
- Attended and facilitated monthly AIANTA Board of Director's meetings
- Presented at and emceed portions of the 20th Anniversary American Indian Tourism Conference (AITC) in Albuquerque, NM
- Coordinated the traditional American Indian Blessing and native entertainment for the Governor's Global Tourism Summit, along with a native tour guide for the post-conference familiarization tour

Partnerships

- Met with SISPA and the Nevada Museum of Art to go over logistics for the December Stewart Indian School Documentary Premiere
- Reviewed and edited Sara Cowie manuscript from the 2013 UNR Archaeological Field School
- Participated on a panel with The George Washington University at the first, Native American Boarding School Healing Coalition Conference in Carlisle, PA October 2-3, 2018. The presentation was on all of the progress and projects that has been accomplished at the Stewart Indian School.

Bi-State Tribal Natural Resources Committee (BTNRC)

- 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.
- Coordinated the first 2019 TEK Summit Planning Meeting that took place on October 11, 2018

- Drafted the agenda for the November 29, 2018 Bi-State Tribal Natural Resources Committee meeting
- Attended an introductory meeting with the new U.S. Forest Service Tribal Liaison and how she could assist the BTNRC.

Meetings Attended/Held

- NIC Board Meeting
- Held weekly staff meetings
- Attended monthly meetings with Governor's Office Senior Policy Analyst
- Participated in a teleconference for the Governors' Interstate Indian Council (GIIC) to plan the annual meeting to take place in South Dakota. Updated the GIIC state dues form and had posted to the NIC website as well as prepared the GIIC financial report and the Nevada State Report for the annual meeting, held September 26-28, 2018.
- Attended the bi-monthly Transportation Advisory Committee (TPAC) meeting
- Attended the grand opening of Great Basin Hall at the University of Nevada, Reno. The hall is named for the Great Basin Tribes of Nevada.
- Attended the Stewart Indian School Preservation Alliance (SISPA) bi-monthly meetings and provided input into planning for the Stewart Indian School documentary premier
- Attended a meeting with the Nevada Museum of Art on Stewart Indian School documentary premiere partnership
- Coordinated annual tribal visits to tribes in northern and western Nevada.
- Attended the "Everything Nevada" training hosted by Sierra Nevada Media Group
- Attended the quarterly Veterans Services Commission meeting, October 25, 2018
- Attended the Battle Born Hall Exhibit Grand Opening at the Nevada State Capital

Program Officer

By Sari Nichols

Administrative

- Assumed Administrative Assistant duties
- Assisted in meetings by taking notes for; Stewart Advisory Committee; Indian Education Advisory Committee; Indian Territory; Special NIC Commission Board
- Arranged travel for NIC staff
- Coordinated Stewart Gym Facility fall use schedule
- Compiled new Board packets and binders for incoming Commissioners

Stewart Indian School Living Legacy

- Attended October 11, 2018 Cultural Center and Museum Construction meeting
- Continued to coordinate the Stewart gym facility use

Tourism/Grants

- Applied for second half of fiscal year 19 grants on behalf of Indian Territory

- Marketing Grant for new Nevada Powwow website \$12,000
- Indian Territory Website Maintenance \$4,800
- Promotional Items \$4,500
- Attended Nevada's Indian Territory meetings (2)
- Closed Commission for Cultural Centers and Historic Preservation (CCCHP) Grant #16-05 Stewart Indian School Cultural Center \$147,000

Veteran's Affairs

- Worked with Nevada's Department of Veteran Services to promote a two-day workshop for volunteers, and a day devoted to Tribal Veteran's benefits assistance
- Attended the November 14, 2018 Inter-agency Council on Veterans Affairs

Accounting

- Reconciled accounts payables and receivables to the Budget Status Reports weekly
- Attended audit meetings (2)
- Assisted in gathering information for audit response

Program Development/ Outreach

Program Development

- Accompanied Executive Director on annual Tribal visits
- Attended the American Indian Tourism Conference in New Mexico
- Updated NIC Twitter account with important dates and events

Museum Director

By Bobbi Rahder

Leadership and Organization Structure

- With Curator developed Plan of Operation documents and forms
- Answered questions regarding staffing needs and position descriptions for budget request

Financial Stability

- Assisted with planning for the American Indian Achievement Awards Banquet and Silent Auction
- Responded to fiscal office questions regarding museum operations budget projections for FY 2020-2021
- Began research to fundraise for 2019 Museum Grand Opening

Collections Stewardship

- Assisted Curator to develop museum collections policy

Education and Interpretation

- Presented History of Stewart to tours: Friendship Force, 10 am August 16th; Native Youth Community Project September 27th from 8:30 to 10 am; national geologists on October 5th; Nevada State Library, Archives & Public Records, October 17th at 10:30am; Carson High School 11th Grade, October 24th (109 students, 3 teachers), October 25th (79 students, 3 teachers), 9:45-11:15am

- Conducted Walking Tours: Native Youth Community Project September 27th from 8:30 to 10am
- Coordinated visit by staff from Gallagher and Associates for 50% exhibit design presentation on September 24th
- Worked with Gallagher and Associates staff on Stewart exhibit design and content
- Set up meetings in January with alumni to review exhibit material at:
 - Reno-Sparks
 - Elko
 - Washoe
 - Moapa/Las Vegas
- Collaborated with Mina Stafford, Nevada State Museum, about WWI The Poppy Project, project on November 10th with display on Stewart vets
- Participated in Governor's Tourism Summit Banquet with WWI display Nov. 13th Reno
- Collaborated with retired State of Nevada geologist Jonathan Price to create a scavenger hunt for adults regarding rocks in Stewart buildings; now posted to the Stewart website as well as the University of Nevada at Reno's Department of Mining and Geology website
- Collaborated with the Heard Museum on the logistics for loaning Stewart collection items for their exhibit, "The Boarding School Experience"

Outreach

- Held an Open House on Sept. 4th for Stewart campus state agencies to view plans for museum construction
- Attended Association of Tribal Archives Libraries and Museums Conference at Mystic Lake, MN, Oct. 9-11
- Participated in phone conference with Rose Miron, Program Manager for the National Native American Boarding School Healing Coalition to share information about what we are doing at Stewart Indian School
- Provided information to Stewart alumni and tribes through Stewart website and Facebook page on Cultural Center plans and progress

Facility and Risk Management

- Attended Capital Improvement Projects meeting on August 21st to present plans for renovation of old Stewart gym and former bakery building
- Attended weekly construction meetings to hear about progress on renovation of Cultural Center building and Welcome Center building

Communication and Marketing

- Created new Cultural Center and Museum brochure to take on tribal visits and hand out at events

Curator

By Chris Ann Gibbons

Leadership and Organization Structure

- With Museum Director developed Plan of Operation documents and forms

Financial Stability

- Assisted with planning for the American Indian Achievement Awards Banquet and Silent Auction
- Assisted Museum Director in determining fundraising needs for 2019 Museum Grand Opening

Collections Stewardship

- Worked with Museum Director to develop museum collections policy
- Completed 7 research requests
- Accepted 4 new donations
- Coordinated digitization of Stewart Desert Braves yearbooks, posting to Stewart website for these years: 1969, 1974, 1975, 1976, 1977, 1978, 1979, 1980

Education and Interpretation

- Tours and Presentations:
 - Coordinated: Friendship Force, 10 am August 16th; Native Youth Community Project September 27th from 8:30 to 10 am; National geologists on October 5th; Nevada State Library, Archives & Public Records, October 17th at 10:30am; Carson High School 11th Grade, October 24th (109 students, 3 teachers), October 25th (79 students, 3 teachers), 9:45-11:15am; NV Department of Education, 11:30 am on Nov. 27th; BLM, 1:00pm on Nov. 14th
 - Conducted Walking Tours: Friendship Force, 10 am August 16th; national geologists on October 5th; Nevada State Library, Archives & Public Records, October 17th at 10:30am; Carson High School 11th Grade, October 24th (109 students, 3 teachers), October 25th (79 students, 3 teachers), 9:45-11:15am
- Participated in visit by staff from Gallagher and Associates for 50% exhibit design presentation on September 24th
- With Museum Director worked with Gallagher and Associates staff on Stewart exhibit design and content
- Assisted Museum Director to set up meetings in January with alumni to review exhibit material at:
 - Reno-Sparks
 - Elko
 - Washoe
 - Moapa/Las Vegas
- Worked with Museum Director to collaborate with Mina Stafford, Nevada State Museum, about WWI The Poppy Project, project on November 10th with display on Stewart vets
- Participated in Governor's Tourism Summit Banquet with WWI display Nov. 13th Reno
- With Museum Director collaborated with retired State of Nevada geologist Jonathan Price to create a scavenger hunt for adults regarding rocks in Stewart buildings; now posted to the Stewart website as well as the University of Nevada at Reno's Department of Mining and Geology website
- Located and photographed Stewart Indian School items and managed loan paperwork for Heard Museum exhibit, "The Boarding School Experience"

Outreach

- Assisted Museum Director for Open House on Sept. 4th for Stewart campus state agencies to view plans for construction
- With Museum Director attended Association of Tribal Archives Libraries and Museums Conference at Mystic Lake, MN, Oct. 9-11
- With Museum Director and NIC Executive Director participated in phone conference with Rose Miron, Program Manager for the National Native American Boarding School Healing Coalition to share information about what we are doing at Stewart Indian School
- Provided information to Stewart alumni and tribes through Stewart website and Facebook page on Cultural Center plans and progress

Facility and Risk Management

- Assisted Museum Director in determining renovation needs of former bakery building for CIP request

Communication and Marketing

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