

NEVADA INDIAN COMMISSION

**Staff Quarterly Report
February 1, 2019–April 30, 2019**



NIC Staff Reports

This report encompasses all efforts completed by the Nevada Indian Commission (NIC) staff on behalf of NIC between the dates of February 1, 2019 to April 30, 2019.

Executive Director

By Sherry L. Rupert

Administrative

- Reviewed weekly Budget Status Reports
- Approved staff timesheets
- Coordinated weekly staff meetings (Monday's)
- Made regular social media posts to the NIC and Stewart Facebook pages
- Drafted agenda and contacted speakers for NIC Quarterly Board Meetings (March 13, 2019 and May 6, 2019) and April 22, 2019 Special Board Meeting
- Prepared Executive Director report for quarterly NIC Board Meetings (March 13, 2019 and May 6, 2019) and edited and finalized staff reports
- Prepared slides and presented the NIC budget to the Legislature. Also, prepared and edited responses to budgetary and legislative questions.
- Prepared testimony for introduction of AB 44 and SB 59 to the Legislature
- Followed up on requests gathered during annual tribal visits
- Worked with the Governor's Finance Office and the Governor's Office on the Fiscal Note attached to AB44
- Provided a historical presentation on the Nevada Tribes to the Senate Natural Resources Committee (February 21, 2019)
- Reviewed and edited the 2020 Nevada Arts Council Project Grant for the 2020 Stewart Father's Day Powwow

Stewart Indian School Living Legacy

- Drafted and finalized the February 8, 2019 and April 5, 2019 Stewart Advisory Committee meeting agendas and reviewed, edited and approved previous meeting minutes from the December 14, 2019 and February 8, 2019 meetings
- Ongoing coordination of the Stewart Father's Day Powwow that includes coordinating monthly and then bi-weekly Powwow Planning Committee meetings
- Reviewed and edited the National Historic Landmark Nomination application and met with the Washoe Tribal Chairman concerning including Building #26 in the nomination.
- Participated in meetings with the museum design team and consultants on Stewart Indian School Cultural Center and Museum exhibit design and fabrication
- Provided Stewart Presentations and Tours to the following organizations/groups: Governor Sisolak and staff (March 14, 2019)

Tourism

- Coordinated and facilitated bi-monthly Indian Territory meetings
- Attended and facilitated monthly AIANTA Board of Director's meetings
- Attended Travel Nevada's Rural Roundup (a rural tourism conference) and presented the Indian Territory Excellence in Tourism Award to Mr. Larry Burton.

Partnerships

- Attended the Stewart Indian School Preservation Alliance (SISPA) annual membership meeting (April 3, 2019)

Bi-State Tribal Natural Resources Committee (BTNRC)

- Drafted the agenda and supporting documents for the May 2, 2019 Bi-State Tribal Natural Resources Committee meeting

Meetings Attended/Held

- NIC Board Meetings (3)
- Held weekly staff meetings
- Coordinated and accompanied Governor Sisolak's visits with the Western Shoshone Tribal Leadership. The Governor visited the Lovelock Paiute Tribe on his way to Elko, met with the Tribal leaders of the Te-Moak Tribe of Western Shoshone, Elko Band Council, South Fork Band Council, Wells Band Council, Battle Mountain Band Council, Duckwater Shoshone Tribe, Ely Shoshone Tribe, Duck Valley Shoshone Paiute Tribe and the Confederated Tribes of Goshute. Later that same day, on his return to Carson City, he and the First Lady stopped at the Pyramid Lake Paiute Tribe for a visit with Chairman Anthony Sampson and members of the Tribal Council and tribal government staff.
- At the invitation of the Governor's Office attended a briefing by the Fallon Naval Air Station on their expansion plans that could potentially affect 13 of Nevada's federally-recognized tribes
- Attended first Governor's Cabinet Meeting on February 3, 2019 and was sworn in that evening at the Governor's Mansion.
- Attended Governor's Cannabis Compliance Board Meetings (February 15 and April 4, 2019)
- Drafted and finalized the March 11, 2019 and May 7, 2019 Indian Education Advisory Committee meeting agendas and reviewed, edited and approved previous meeting minutes
- Attended the Nevada Indian Summit in Reno, NV on March 26, 2019
- Participated in a teleconference for the Governors' Interstate Indian Council (GIIC) on April 23, 2019 to discuss board officers and changes in positions due to elections and retirements.

- Attended the Stewart Indian School Preservation Alliance (SISPA) annual membership meeting (April 3, 2019)
- Participated in meetings with Nevada State Museum staff and tribal members to discuss new regulations to NRS 381 regarding tribal consultation
- Coordinated and developed agenda for Nevada Tribes Legislative Day and contacted elected officials, tribal elected officials for attendance at the event
- Assisted in the coordination of a meeting between Governor Sisolak, tribal leadership of the Yerington Paiute and Walker River Tribes to discuss the Anaconda Mine.

Program Officer

By Sari Nichols

Administrative

- Trained new Administrative Assistant III on office procedures
- Assisted with Preparations for Nevada's Tribal Legislative Day

Stewart Indian School Living Legacy

- Attended Stewart Advisory Committee meetings (2)
- Began Preparing for the Stewart Father's Day Powwow; sent out vendor letters, requested donated dumpster, ordered new Information Booth tent, submitted NAC 2020 Powwow grant application, updated Powwow forms

Tourism/Grants

- Applied for second half of fiscal year 19 grants on behalf of Indian Territory
 - Indian Territory Administrative Grant \$5,000
 - 2019 AIANTA Conference \$5,000
 - Stewart Indian School Website Maintenance \$2,400
- Attended Nevada's Indian Territory Meeting (3)
- Took Notes for Nevada's Indian Territory Meeting
- Attended Reno Tahoe Airport Exhibit Remodel Meeting (2)
- Assisted with Nevada's Indian Territory 11th Annual Tribal Tourism Conference; arranged speaker travel, arranged for mobile workshop transportation, ordered promotional items and speaker gifts, point of contact for exhibitors and scholarship attendees, closed out grants associated with conference
- Attended Nevada's Indian Territory 11th Annual Tribal Tourism Conference
- Attended Rural Roundup Award Dinner
- Conducted Research for new Indian Territory website project

Meetings

- Attended the Nevada Arts Council Grant Workshop
- Attended Nevada's Tribal Legislative Day
- Attended Department of Tourism and Cultural Affairs Legislative Day
- Attended Indian Education Summit Meetings (3)
- Attended Legislative Hearings on AB44 and SB59
- Attended Nevada Indian Commission Board Meetings (2)
- Attended 5K Color Fun Run Meeting (2)

Accounting

- Reconcile accounts payables and receivables to the Budget Status Reports(weekly)

- Keep track of the NIC budgets expenditures
- Work with Fiscal to Ensure invoices are correct and paid on time
- Working with Fiscal to pay an overdue AT&T bill from FY18

Program Development/ Outreach

Program Development

- Update NIC Twitter account with important dates and events

Administrative Assistant

By Diane Buckley

Administration

- Responded to all emails received and distributed in-coming mail on a daily basis
- Attended weekly staff meeting to discuss weekly meetings, appointments, goals, issues, tasks, and travel
- Drafted various correspondences as needed
- Updated the Tribal contact lists
- Updated the State of Nevada government contact lists
- Updated the listing of Tribal Liaison representatives for all State agencies
- Compiled and completed the Nevada Tribal Tourism Conference Evaluation

Board Support

- Created Board Meeting packets for the 3/13/2019 meeting
- Prepared Travel Requests for Richard Arnold and Kostan Lathouris to attend the Board Meeting at the Nevada Indian Commission office on May 6, 2019

Meeting Minutes

- Completed the October 23, 2018 Board Meeting Minutes
- Completed the December 3, 2018 Board Meeting Minutes
- Completed the March 13, 2019 Board Meeting Minutes
- Completed the April 22, 2019 Special Board Meeting Minutes
- Completed the February 8, 2019 Stewart Advisory Meeting Minutes
- Drafted the April 5, 2019 Stewart Advisory Meeting Minutes
- Drafted the March 11, 2019 Indian Education Advisory Meeting Minutes

Stewart Indian School Living Legacy

- Volunteer Coordinator for Powwow
- Posted the Powwow flyer to free websites
- Secured the rentals for equipment for the Powwow
- In the process of securing the extra bottled water and ice for the Powwow
- Updated all databases
- Mailed the corporate, community, and tribal donation letters
- Recruited for volunteers on Sign-up Genius and the Listserv
- Send out thank-you letters for donations and raffle gifts
- Volunteer and Staff name badges
- Setting up the menu for the Alumni Reception for Powwow eve in still in progress

- Signing out raffle tickets and receiving the stubs and monies when returned is ongoing

Travel (This includes researching flights, lodging, per diem, motor pool, or personal mileage, taxi fees, and any other anticipated costs associated with requesting travel)

- Prepare travel requests for the Nevada Indian Commission staff to attend meetings and conferences
- Prepare travel claims for the Nevada Indian Commission staff to attend meetings and conferences

Museum Director

By Bobbi Rahder

Leadership and Organization Structure

- Leadership and organization structure
- With curator developed Plan of Operation documents and forms
- With curator developed Safety and Security Handbook, Disaster Plan, and Facility Report to respond to request from Bureau of Indian Affairs Curator for loaning Stewart items for new museum exhibit

Financial Stability

- Worked with executive director and curator to prepare presentations and answer questions regarding AB 44 to create the museum in statute, request operating budgets, two positions, and rent for two newly renovated buildings.
- Waiting to hear final legislative budget decision by May 15th.

Collections Stewardship

- Assisted curator to develop museum collections policy

Education and Interpretation

- Worked with Gallagher and Associates staff to finalize Stewart exhibit text label content, images, artifacts, original artwork, and quotes. All Final Digital Art is due to Gallagher by May 31st.
- Coordinated meeting of Pacific Studio staff and Gallagher Exhibit Designs to create schedule for exhibit fabrication and installation. All AV content is due to fabricators by the end of June.
- Visited tribes and Stewart alumni to review exhibit material at:
 - Pyramid Lake Feb. 27
 - Reno-Sparks Feb. 28
 - Washoe March 5
 - Moapa/Las Vegas March 9
 - Western Shoshone tribes in Elko March 11-12
- Working with State Archives to digitize more yearbooks and upload to website

Outreach

- Provided photos and contact info for alumni to Emily Tessmer for Eagles Eye article on Stewart Indian School
- Provided suggestions for information about Stewart Indian School to Ben Petry for Mid-America Arts Alliance for a traveling exhibit they are producing in conjunction with the Heard Museum's boarding school permanent exhibit

Facility and Risk Management

- Waiting to hear legislative decision on proposed Capital Improvement Project to renovate former bakery building/post office for new collection storage facility for Stewart collections
- Attended weekly construction meetings to discuss progress on renovation of Cultural Center building and Welcome Center building. Completion is anticipated by Mid-July.
- Nevada State Historic Preservation Office produced a Preservation Plan highlighting the renovation of the Stewart Indian School Cultural Center and Museum and Welcome Center as a successful preservation story.
- Met with Brian Wacker from State Public Works and Max Hershenow of H & K Architects and representatives from Henriksen Butler to begin choosing the furnishings, furniture, and equipment for new museum and welcome center buildings. They will work with us on design of the furnishings and this will go through the State Purchasing Office as part of our CIP project budget.

Communication and Marketing

- Distributed new museum brochure at various events and meetings
- Met with Heather Shepard from the public relations firm working with Nevada Tourism Department to talk about Stewart history and our new museum so they can coordinate with Tourism about our grand opening.
- Lori Bagwell from Carson City Chamber of Commerce designed a beautiful ornament with our museum building that will be available for sale in October.

Curator

By Chris Ann Gibbons

Leadership and Organization Structure

- With Museum Director developed Plan of Operation documents and forms

Financial Stability

- Assisted Museum Director on answering budget questions for Nevada Legislature

Collections Stewardship

- Developed museum collections policy
- Completed 5 research requests
- Accepted 4 new donations
- Coordinated digitization of Stewart Indian School yearbooks

Education and Interpretation

- Tours and Presentations:
 - Scheduled: Stewart history presentation for Journey Education – May 3, 2019 at 3 pm; Sandy Miller Elementary School – May 9, 2019 at 11 am-12:15 pm and May 10, 2019 at 9:00-10:15 am; Delta Academy – May 14, 2019 2:45pm; BLC (travel agents and tour operators) – July 18, 2019 at 4:00pm; Mark Twain Elementary School– May 24, 2019 at 9:00 am. UNR OLLI presentation Nov. 20, 2-3 pm
 - Working on scheduling: Western State Legislative Fiscal Officers – September 11, 2019; and Coquille Indian Tribe – October 4, 2019.

- Participated in meetings with exhibit designers and fabricators
- With museum director worked with Gallagher and Associates staff on Stewart exhibit writing text label content, choosing images, uploading artifacts to shared drive, and finding Stewart alumni quotes.

Outreach

- Provided information through Stewart Facebook page on Cultural Center plans and progress

Communication and Marketing

- Implemented updates to Stewart Indian School website
- Answered inquiries received through Stewart Facebook page