

## ENJOY

*Cultivate a range of transformative experiences that reflect our diverse communities and lead to discovery, engagement, and lasting emotional bonds with nature.*

<b>Strategic Plan Goal: Inspire people of all ages, backgrounds, and abilities to connect with nature through experiences and resources that celebrate the varied ways people experience joy in nature.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Adult Programs:</b> Provide experiences that inspire people - especially nature novices - to connect with nature and each other, both online and in person	20 150		Programs Participants	SL
<b>Nature Travel :</b> Offer one domestic trip and one international trip	2 25		Trips Travelers	PO, SM, AP
<b>Preschool:</b> Provide opportunities for outdoor exploration to children ages 1-4 with a caregiver in Acorns program	40 38		Families Hours/family	RB
<b>Restoration:</b> Offer forest bathing, family walks and beginning birding walks at Woodend	30 150		Programs Participants	BS
<b>Restoration:</b> Offer native plant sales at Woodend to inspire gardeners to create habitat	3 150 500		Sales People Plants Sold	AS
<b>Shop:</b> Further the enjoyment of nature with the sale of books, optics, birdseed, and other nature products	10,000 19,000		Transactions Items sold	MM, ARW
<b>Youth Programs:</b> Provide high-quality recreational programs (summer and academic year) that form emotional bonds between children, youth and nature	800 80		Children Programs	DP
<b>Strategic Plan Goal: Design and manage welcoming and safe spaces and programs for people of all ages, backgrounds, and abilities, with the intent of breaking down barriers to accessing and appreciating nature.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Adult Programs:</b> Expand access to adult programs with scholarships.	20		Scholarships	SL, SM, AP
<b>Adult Programs:</b> Pilot nature walk delivered in Spanish	1 8		program participants	SL
<b>Naturally Latinos Follow-Up:</b> Offer experiences that recognize moments of social importance to the Latino community including Hispanic Heritage Month activities and Latino Conservation Week and Earth Week	3 45		programs participants	SL, EC
<b>Nature for All:</b> Complete installation of accessible Nature Play Space -secure funding -create and circulate RFP -secure permits/inspections -install features	100% 1 1 5		funding RFP inspection features	AP, ARW
<b>Nature for All:</b> Complete installation of outdoor changing area adjacent to restrooms to improve access and comfort for visitors of all abilities	1		changing area	AP, ARW
<b>Nature for All:</b> Complete installation of permeable gravel parking area -create and circulate RFP and select contractor -acquire stormwater and sediment control permits - install	1 2 1		RFP permits parking area	AP, ARW

<b>Nature for All:</b> Install interpretive waysides and orientation centers - secure funding -create and circulate RFP -complete NEPA, MHT and HPC approvals -install	100% 1 3 6		funding RFP approvals signs	AP, ARW
<b>Property Management:</b> Manage grounds and building maintenance to create a safe and welcoming environment for all visitors	95%		new projects completed within specified timeframe	BB, ARW
<b>Restoration:</b> Create an accessible self-guided tour of Woodend for unaccompanied visitors	1		guide/map with QR coded stops	BS
<b>Restoration:</b> Deliver nature programs specifically for military service members and veterans	40		veterans attend programs	BS
<b>Youth Programs:</b> Expand access to camp programs by providing scholarships	20		scholarships	DP

## LEARN

*Exchange knowledge equitably with communities of learners of all ages and backgrounds about how nature works, its components, and the complex, intertwined relationship between people and nature.*

<b>Strategic Plan Goal: Deliver a wide variety of inclusive programming that leads to the regional advancement of environmental awareness, understanding, and literacy.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Adult Programs:</b> Offer high quality, in-depth Natural History Field Studies courses	14 135		courses students	SL
<b>Adult Programs:</b> Offer small group field trips on a variety of natural history topics around the region	100 1000		field trips participants	SM
<b>Conservation Cafés:</b> Deliver Cafés that feature diverse speakers, topics/formats, & locations	8 50%		cafés non-white presenters	EC
<b>Conservation Partnership/Outreach Projects:</b> - Ward 8 Water Watchers project along Oxon Run in DC, partnering with The Green Scheme & DC Greens. Complete year 2 & secure funding for year 3. -Complete Long Branch, MD Si Se Puede Project -Ramp up Long Branch, MD, litter project -Partnership project in PG County around watershed outreach/education -Waterkeepers of Little Hunting Creek Fairfax County project year 2 -Edmonston, MD rain gardens & tree planting outreach project	6 22 840		Projects Community Events Participants	EC
<b>GreenKids:</b> Deliver afterschool activities that support MCPS schools in achieving Maryland Green School (re)certification	25		programs	JC
<b>GreenKids:</b> Deliver environmental education programming in public schools across the region	4 40		school systems schools	JC
<b>GreenKids:</b> Deliver environmental education programs for students at low-income schools in Loudoun County, VA	50		programs	JC
<b>GreenKids:</b> Support POWER program interns to create and deliver Energy Express presentations for local community members about energy use and efficiency.	18 25		interns presentations	JC
<b>GreenKids:</b> Support schools to certify and recertify as Maryland Green Schools	5 7 4		schools certify schools onboard schools recertify	JC
<b>Preschool:</b> Provide quality nature-based early childhood education drop-off program for 3-5 year olds	34 673		students hours/student	RB
<b>Preschool:</b> Recertify as a Maryland Green School	1		recertification	RB
<b>Restoration:</b> Offer Woodend tours focused on restoration and management of natural areas and native gardens	12 120		programs participants	BS, AS
<b>Youth Programs:</b> Deliver programs at Woodend and off-site specifically for children with disabilities	5 35		programs children	DP
<b>Youth Programs:</b> Deliver school field trip programs on habitat, life cycles, and other ecology topics	30		school field trips	DP
<b>Youth Programs:</b> Provide year-long programs (multiple engagements per group) at Woodend and off-site that reach children from low-income families to support positive connections with nature	80 4		children program hrs/child	DP

**Strategic Plan Goal: Leverage Nature Forward's expertise and resources to support environmental ambassadors and trainers within local communities and other partners.**

Specific FY23 Goals	Target	Status	Unit	Director
<b>Adult Programs:</b> Train Master Naturalist volunteers	17 5		graduates BIPOC graduates	SL
<b>Conservation Research Volunteer Program:</b> Recruit, train and support research volunteers for advocacy purposes.	6 12		meeting/training sessions volunteers	EC
<b>Conservation Workshops &amp; Presentations:</b> Host capacity-building trainings and workshops to train people to take action to protect nature	20 400		workshops people trained	EC
<b>GreenKids:</b> Deliver professional development sessions for educators aimed at increasing environmental literacy within schools	60		educators trained	JC
<b>GreenKids:</b> Share model for school system/nonprofit partnership for systemic environmental literacy	1		presentation	JC
<b>Preschool:</b> Share best practices for nature-based early childhood education at national and regional conferences	2		presentations	RB
<b>Restoration:</b> Create video in Spanish of rain garden construction	1		video	AP
<b>Restoration:</b> Host green infrastructure trainings at Woodend for landscape professionals (one in Spanish)	2 20		trainings participants	AP, AS
<b>Water Quality Monitoring Program:</b> Support volunteer corps to monitor existing stream sites; pilot a "learning stations" model for outreach near high-traffic monitoring sites; update quality control plan and habitat assessment as needed	200 30 4 1		volunteers sites pilot learning stations QC plan review	EC
<b>Youth Programs:</b> Train a corps of college-aged interns in environmental education delivery, social and emotional learning, health and safety protocols and other topics relevant to youth programming.	9 40		interns training Hours	DP

**Strategic Plan Goal: Respond continuously to the desires and needs of our diverse communities by listening, learning, and growing as an organization.**

Specific FY23 Goals	Target	Status	Unit	Director
<b>Adult Programs:</b> Distribute tailored evaluation surveys to the following program audiences: - Natural History Field Studies students - Field trip participants - Naturalist Hour attendees - Master Naturalist trainees	20%		survey return rate	SL, SM, PO, AP
<b>Community Liaison Committee:</b> Engage neighborhood community in Board of Appeals mandated meetings	2		neighborhood meetings hosted	ARW, AP, LA
<b>Conservation:</b> Write a case study on conservation outreach work	1		case study published	EC
<b>GreenKids:</b> Interview or survey Montgomery County Public School high school Biology and Chemistry teachers to learn about successes and challenges related to the science curriculum.	25		teachers	JC

<b>GreenKids:</b> Use teacher evaluation/surveys to track quality and effectiveness of programs	75%		survey responses from teachers	JC
<b>Preschool:</b> Distribute survey to understand holidays of cultural importance to families before 23-24 calendar is drafted	75%		families complete survey	RB, AP
<b>Restoration:</b> Distribute tailored evaluation surveys to Restoration program audiences: - Woodend tours - Garden consultations - Green Infrastructure trainees	20%		survey return rate	AS, BS, AP
<b>Youth Programs:</b> Distribute tailored evaluation surveys to youth program audiences: - Teachers for school field trips - Teachers/therapists for disability programs - Parents for camp and recreational programs - Parents of scholarship recipients - Teachers/Admins Low-Income Housing Centers	20%		survey return rate	DP, AP

# PROTECT

*Act as a steward and catalyst to protect, conserve, and restore the regional communities' natural environments for a more resilient future.*

<b>Strategic Plan Goal: Employ, demonstrate, and promote best practices in management of natural habitats, cultivated landscapes, and historic structures.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Property Management:</b> Complete restoration of french doors in Great Hall	3		sets of doors	ARW
<b>Restoration:</b> Construct bioretention cells and conservation landscaping to achieve 100% runoff treatment at Woodend	1		new practice	AP
<b>Restoration:</b> Create a brochure with detailed information about Woodend restoration projects and green infrastructure	1		brochure	AP, AS, BS
<b>Restoration:</b> Implement program to manage porcelainberry and multiflora rose in meadows and along fenceline	3 1		meadow acres mile fenceline	AP, AS
<b>Restoration:</b> Offer in-home native garden coaching and design	40		clients	AS
<b>Restoration:</b> Plant native shrubs and trees to continually improve habitat	70		shrubs and trees	BS
<b>Woodend 2065 Committee:</b> Approve RFP for a master plan for the built environment at Woodend	1		committee approved RFP	ARW
<b>Strategic Plan Goal: Advocate for sustainable and equitable policies and practices that protect people, wildlife, and natural environments in the DC region as we prepare for and adapt to climate change.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Conservation Advocacy:</b> Participate at a high level, or lead, 15 campaigns across our jurisdictions that support one or more of our Conservation Priorities (Human Health & Access to Nature, Biodiversity & Habitats, Climate Crisis, Sustainable Land Use); track 1000 individual online actions taken by our individuals in support of our campaigns.	15 1000		campaigns online actions by individuals	EC
<b>Conservation DC Policy (Biodiversity &amp; Habitats):</b> Pass bird-safe building legislation; advance Zero Waste goals	1 1		bill passed DC Budget with increased funding for zero-waste	EC

<b>Conservation DC Policy (Climate Crisis):</b> Reduce DC's reliance on fossil fuel gas for cooking & heating, especially in low-income residences.		10 50 1	presentations to Advisory Commissions home education visits bill or key budget item passed	EC
<b>Conservation DC Policy (Sustainable Land Use):</b> Oxon Run stream restoration includes robust public involvement; Poplar Point redevelopment progresses forward equitably	2		good processes for public involvement	EC
<b>Conservation MD Policy (Biodiversity &amp; Habitats):</b> Pass improved MoCo Forest Conservation Law	1		bill passed	EC
<b>Conservation MD Policy (Climate Crisis):</b> MoCo building electrification bill; State Advancing Stormwater Resiliency stakeholder group (A-Storm) improves statewide stormwater policy in response to bigger storms.	1 1		bill passed final storm document	EC
<b>Conservation MD Policy (Sustainable Land Use):</b> Passage of Montgomery County Thrive 2050 General Plan Update; Block Expansion of I-270/I-495	1 1		bill passed killed highway expansion	EC
<b>Conservation NoVA Policy (Biodiversity &amp; Habitats):</b> Protect Newington Conservation site (location of Cinder Bed Road proposed bike trail)	1		protected site	EC
<b>Conservation NoVA Policy (Climate Crisis):</b> Improve Fairfax County Tree Policies	1		improved Board of Supervisors tree policy	EC
<b>Conservation NoVA Policy (Sustainable Land Use):</b> Route 1 redevelopment continues equitably & sustainably; improve ActiveFairfax planning & policies.	1		planning or policy action that supports equity and sustainability	EC
<b>Strategic Plan Goal: Use effective storytelling and data to shape policy conversations around issues of environmental concern in the region.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Conservation Blog:</b> Publish at least 2 posts/month; Boost blog traffic by 20%; integrate blog into new website.	24 22,000 1		posts blog visits integration	EC, VR
<b>Conservation DC Bacteria Monitoring Project:</b> Contribute to city-wide bacteria report in Fall 2022. Participate in fifth year of project in an outreach capacity.	1 1		project in CY23 report	EC

<b>Conservation State of the Streams Report:</b> Complete Year 2 State of the Streams Report with data from new watersheds.	1 4  200		report earned media mentions new commit- ments to take action	EC
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## LEAD

*Evolve Nature Forward's role as a recognized convener and collaborator in the region, modeling the successful transformation of an historic environmental organization moving into the future.*

<b>Strategic Plan Goal: Engage and collaborate with diverse communities to advance and expand the work of the organization by actively listening and uplifting voices that are traditionally underrepresented in the environmental space.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Naturally Latinos Conference:</b> Form planning committee for 2024 Conference	6		Committee members	SL, EC
<b>Taking Nature Black (TNB23):</b> TNB hybrid model conference in March 2023.	1 600		Conference Attendees	VR
<b>TNB23:</b> Develop and execute a marketing and promotions plan, including email, partner engagement, earned media, and social media to generate robust engagement in NL and TNB activities.	1		Conference promotion plan executed	VR, EC, SL
<b>TNB23:</b> Engage past NL & TNB conference participants and partners to continue building their relationship with Nature Forward	4 80		engagements people	VR, SL & EC
<b>TNB23:</b> Increase number of BIPOC individuals who engage in NL and TNB activities	50%		Participants who identify as BIPOC	VR, EC & SL
<b>TNB23:</b> Meet sponsorship budget goals	\$30,000		Sponsorships budget target met	VR, CF
<b>TNB23:</b> meet ticket budget goals	\$11,245		Ticket budget target met	VR

**Strategic Plan Goal: Build, sustain, and support coalitions, partnerships, and grassroots networks to propel the environmental movement forward across the region.**

Specific FY23 Goals	Target	Status	Unit	Director
<b>Adult Programs:</b> Deliver programs with partners to expand the audience for Nature Forward programs	2		partners	SL
<b>Communications:</b> Promote Nature Forward's work with environmental partners via web, social media, traditional media and Nature Forward publications.	2 per month		partner posts on Nature Forward social and print platforms	VR
<b>Conservation Action Network:</b> Continue to grow grassroots network by increasing number of Nature Forward Action Network subscribers by 10% over Q4 FY22.	6800		total subscribers by end of FY23	EC
<b>Conservation Leadership:</b> Continue to co-lead the Montgomery County Stormwater Partners Network, Montgomery County Forest Coalition, Fairfax Healthy Communities Network; serve on DC Climate Coalition, Anacostia Park & Community Collaborative, and the Choose Clean Water Coalition Steering Committee.	6		coalition leadership and partnership roles	EC
<b>GreenKids:</b> Convene Montgomery County Public Schools Climate Literacy Charter to align environmental literacy curriculum and student learning throughout K-12.	3 10		meetings MCPS members	JC
<b>Restoration:</b> Partner with Friends of Sligo Creek to promote green infrastructure in Sligo Watershed -build website -distribute garden kits -provide coaching	1 25 25		website kits distributed coaching visits delivered	AS, AP

**Strategic Plan Goal: Take action to support the transformation and recognition of the organization as a multicultural, antiracist organization that serves and reflects the diverse communities of our region.**

Specific FY23 Goals	Target	Status	Unit	Director
<b>Adult Education:</b> Identify new program leaders of color	2		new leaders	SM, SL, AP
<b>Adult Education:</b> Share IDEA video with all program leaders	20		leaders view video	SM, SL, AP
<b>Communication:</b> Add 25 photos of non-white people to photos archive per quarter.	25 per quarter  incl. 10 adults per quarter		new photos/video  10 adult subjects	VR
<b>IDEA Staff Committee:</b> Deliver content and activities to improve staff understanding and embrace of IDEA principals during All Staff Meetings.	6		IDEA Trainings	EC, SL, JC, RB
<b>IDEA Staff Committee:</b> Develop a staff IDEA Committee that meets regularly, plans trainings and development opportunities for the rest of the staff, reviews organizational policies and programmatic topics relevant to IDEA, and advises Nature Forward leadership.	1 10 8		committee Charter meetings members	EC, SL, JC, RB

<b>Name Adoption:</b> Announce new name to the Washington, DC area and beyond	4		earned media mentions	VR
<b>Name Adoption:</b> Build recognition of new organizational name with existing audiences	75%		members who recognize us as Nature Forward by May 1, 2023	VR, ARW
<b>Name Adoption:</b> change all internal and external branding to Nature Forward	1 5		Creek Critters app update  Sub-brand trademarks, policies and documents updated	EC, ARW
<b>Name Adoption:</b> Create a set of brand standards including new logo and designs for all collateral materials	1		brand book	LA, VR, AP, ARW
<b>Name Adoption:</b> Obtain Board approval of new organizational bylaws	1		board vote to approve bylaws	LA
<b>Name Adoption:</b> Obtain membership approval of new organizational name and bylaws	1		member vote to approve name and bylaws	LA
<b>Name Adoption:</b> Roll out one accessible web site with accessible class registration and accessible online shop sales with new name	1		website	VR, ARW
<b>Name Adoption:</b> Update filings, vendors, licensing, insurance, etc. that relate to the organization and its responsibilities.	80%		needed financial & legal documents registered under Nature Forward	SA, ARW, DP, SM, RB
<b>Volunteers:</b> Share IDEA video with new volunteers	100%		new volunteers view video	PeO, AP

## SUSTAIN

*Sustain and strengthen core support functions that allow Nature Forward to be viable and resilient, and to successfully carry out its mission into the future.*

<b>Strategic Plan Goal: Attract and sustain diverse funding sources and relationships to bolster and grow the organizational mission and reach.</b>				
<b>Specific FY23 Goals</b>		<b>Target</b>	<b>Unit</b>	<b>Director</b>
<b>Adult Programs:</b> Lead major donor walks and programs to engage with major donors and prospects	8		donor programs	SM, SL, CF
<b>Communications Reach:</b> Combined posts will achieve targeted Facebook reach and Twitter impressions.	500 TW 750 FB		cumulative reach of individual posts	VR
<b>Communications Reach:</b> Develop and execute email segmentation strategy to maximize revenue and minimize unsubscribes.	1		email segment integration strategy implemented	VR, CF
<b>Communications Development Reach:</b> Increase social media posts on Facebook, Twitter, Instagram, and YouTube about the value of being an Nature Forward membership and/or donor.	2		membership/ donation posts per month per platform	VR, CF
<b>Communications Reach:</b> Reach 1,000 subscribers on YouTube	1,000		subscribers	VR
<b>Communications Reach:</b> Using the web, social media and email marketing, boost traffic on Nature Forward web pages including Home; Adults; Naturalist Shop; Summer Camp; Visit, and Donate.	15%		increase in visits to natureforward.org pages	VR
<b>Development Event Sponsorship:</b> Expand team roles to increase sponsorship support and meet or exceed budget goals	\$45,000		fundraising events sponsorship budget target met	CF
<b>Development Fundraising Events:</b> meet ticket/auction budget target	\$74,515		ticket/auction budget target met for Holiday Party, Birdathon, After Dark	CF, VR, EM, ARW
<b>Development Grants:</b> Support Senior Staff to secure all grants needed to fulfill FY23 budget needs	\$367,305		grants budget target met	CF, LA, EC, AP
<b>Development:</b> Create and implement a plan to advertise legacy, tribute and CFC giving opportunities.	1		plan implemented	CF, VR
<b>Development:</b> Generate general operating support revenue from direct mail and social appeals	\$16,000		budget target from Direct Mail and Social	CF, VR
<b>Development:</b> Maintain and advertise top charity rating to encourage supporters to donate to Nature Forward	1 1		top rating ad plan Implemented	CF, ER, VR
<b>Development:</b> Manage major donor list to secure major donor gifts to meet net revenue target	\$431,298		budget target for major donor gifts	CF, LA
<b>Communications Grants:</b> re-establish Google Grants account for advertising	1		account established	CF, VR
<b>Membership Growth:</b> create an RFP, establish costs, and identify a consultant to expand membership from existing lists and to grow new prospect lists	1 1 1		RFP cost plan consultant	CF, VR, LA
<b>Membership Onboarding:</b> Create, test, and implement a new member onboarding process	2 1		tests onboarding process adopted	CF, VR
<b>Membership Support:</b> Generate general operating support through paid memberships	\$165,600		budget target for membership met	CF, VR
<b>Rentals:</b> Meet FY23 revenue target	\$607,897		budget target met	BE, ARW
<b>Shop:</b> Meet FY23 revenue target	\$122,168		budget target met	MM, ARW

<b>Volunteers:</b> Engage Master Naturalists and other volunteers in meaningful mission work	200 6500		volunteers total hours	PeO
<b>Strategic Plan Goal: Nurture a culture of interdependence and organization-wide coordination that supports the full range of skills, experiences, and competencies necessary to accomplish these strategic goals, including human, office, financial, and communications resources.</b>				
<b>Specific FY23 Goals</b>	<b>Target</b>	<b>Status</b>	<b>Unit</b>	<b>Director</b>
<b>Administration Budget Management:</b> With the Deputy Director of Administration, monitor costs associated with the administration budget and implement any necessary cost savings or adjustment any necessary cost savings or adjustments to keep the department on budget.	4		reviews and adjustments implemented	SA, ARW
<b>Communications:</b> Boost Nature Forward photo archive by adding permissioned photos & videography quarterly.	50/quarter 2/quarter		photos videos	VR
<b>Communications:</b> Regularly publish and maintain open/readership rates for Naturalist Quarterly Publication and eNews Publication.	4 12		NQs published eNews delivered	VR, PO
<b>Conservation - Creek Critters:</b> Maintain app, Salesforce database, user support, and data transfer with IWLA Clean Water Hub	1		updated app & database	EC
<b>Finance Operating Budget:</b> Work with department heads to prepare a balanced budget for the organization for FY2024	1		budget approved by Finance Committee and Board	SA
<b>Financial Budget Reports:</b> Prepare and disseminate quarterly Department Budget vs. Actual Reports to Budget Managers.	4		reports	SA
<b>Financial Dashboard:</b> Financial Dashboard reports delivered to the Board monthly through the Executive Director's Report	11( no ED report in August)		Financial dashboards	SA
<b>Financial Reporting:</b> Deliver on time reports to the Board and Finance Committee for Nature Forward - Audit - Investment Portfolio - FY24 Operations Budget	3		Reports delivered on time	SA
<b>HR Benefits:</b> Work with HR consultant to streamline the onboarding process and benefits enrollment.	ongoing		procedure	SA
<b>HR Compensation:</b> Complete Compensation Benchmarking project and deliver an action plan to the Governance Committee and Board	1 1		report completed action plan delivered	LA, SA, ARW
<b>HR Performance Review:</b> Complete Performance Review Update to better reflect current employment best practices and Nature Forward's IDEA values	1		revised performance review plan	LA, SA, ARW
<b>HR Staff Handbook:</b> Revise and update Staff Handbook to better reflect current employment best practices and Nature Forward's IDEA values	1		Board approved handbook	ARW, SA
<b>Insurance:</b> Maintain organizational insurance policies to reduce risk	6		policies renewed	ARW, SA
<b>IT:</b> Implement KnowBe4 program to decrease cyber attack vulnerability	1		program delivered to all staff	ARW, PO
<b>IT:</b> Rebrand Sharepoint office environment (Nature Forward's in-house intranet) to reflect new name	1		rebrand intranet to Nature Forward	ARW, PO

<b>Volunteers:</b> Train staff to work with volunteers using volunteer management software	1 4		all-staff training individual trainings	PeO
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## Key to Staff Initials

AP	Alison Pearce, Deputy Director for Programs
AS	Alice Sturm, Garden Manager
ARW	Amy Ritsko-Warren, Deputy Director for Administration
BB	Bjorn Busk, Property Manager
BE	Beatriz Engel, Director of Rental Programs
BS	Bradley Simpson, Restoration Manager
CF	Corinna Fisk, Development Director
DP	Denis Perez, Youth Program Director
EC	Eliza Cava, Conservation Director
JC	Jeff Chandler, GreenKids Director
LA	Lisa Alexander, Executive Director
MM	Matt Matthias, Shop Manager
PeO	Peihan Orestes, Volunteer Coordinator
PO	Pam Oves, Office Manager
RB	Rose Brusaferrro, Acting Preschool Director
SA	Sherrice Ajebon, Comptroller
SL	Serenella Linares, Adult Education Director
SM	Stephanie Mason, Senior Naturalist
VR	Vince Robinson, Director of Marketing and Communications