

Monthly Report

Natasha Dangler
LRCD Office Administrator

April 2026

Upcoming Events & Dates:

- 4/24 & 4/25 – LRCD Tree Pick-up @ USDA Office Bldg
- 5/9 – 2026 Conservation Expo
- 5/12 & 5/13 – 2026 ACCW Ag Expo
- 5/20 – May Board Meeting
- 5/25 – Office Closed for Memorial Monday

Office Administration:

- Compliance reporting for WDA/WACD/County Clerk
- Assisted with organizing the LWG meeting on 4/7 (catering & printing)
- Placed bulk order for LRCD promotional products for Expo & workshops
- Submitted inquiry with WACD/WCDEA regarding state-wide educational tools
- Customer visits and garden plot contract payments

Finances & Bookkeeping:

- FY26/27 Draft Budget – continual
- Monthly grant/program tracking with Martin
- Paid all monthly bills and invoices, made bank deposits, sent out all signed checks.
- Compiled the monthly finance folder for submission to our CPA on 4/7
 - Submitted monthly bank deposits to ANB
- Verify monthly bank statements for Laramie Beautification Committee Treasury role &
 - Submit report
 - Deposited checks

Communication, Computers & Websites:

- Continue with 2026 Expo Planning!
 - Picked up some raffle items from Ace Hardware
- Created & emailed Tree Sale pickup reminder & calendar invitation
- FB Posts and sharing content
- Draft March Meeting Minutes
- Print & mail out March Board Packets
 - Send out digital communication

Community Attendance & Participation:

4/1	Purdy Field visit with Martin
4/3	STEM Education Day @ Slade!
4/6	LEPC Quarterly Meeting
4/7	Local Working Group Meeting
4/9	SE-WY Aquatics Coordination Meeting
4/13 & 4/14	UW Nuclear Energy Forum
4/15	Rocky Mtn. Land & Resource Mgmt. Conference

Current Accrual (March 25, 2026)

Straight/Flex: 7.5 hours

Vacation: 21.0 hours

Sick: 1.0 hours