

Priority Area: Human Diversity, Equity and Inclusion								
Goal	Strategies	Activities Initiatives	Lead	Team Members	Internal Resources	Start Date	End Date	Oct 1 Update
2	2.3	Hire a Diversity Programs Coordinator to work of PLANTS III and DEI initiatives	Heather Cacanindin	Catrina Adams, Anna Monfils	BSA provides 20% funding for this position (80% from NSF PLANTS III grant)	Q4 - 2021	Q1- 2022	Hired Sarah Sims in Q2. Leadership restructuring with B&B may affect this position.
2	2.1	Spotlight series on web site and newsletter; social media; showcase diversity of the profession and scientists themselves	Amelia Neely	Social media liaison/Amelia Neely	\$1500 to social media liaison who mostly handles this task with oversight from BSA staff through September 30, 2022. Amelia took on duties.	Q4- 2021	Achieved and ongoing	Spotlights have been ongoing and include a diverse group of individuals including graduates, undergrads, and Postdocs. They have been posted on social media and in the newsletters each month.
2	2.3 and 2.4	Implement a new BSA DEI Award	Chelsea Specht	Heather Cacanindin, DEI Committee	\$1,000	Q4- 2021	Achieved and ongoing	Worked with DEI Committee to prepare award description, advertise in emails and social media, rolled out in Q2 and first awardee selected.
1	1.1	DEI equity training offered to BSA staff/leadership	Chelsea Specht, Heather Cacanindin	Root and Shoot Steering Committee, Catrina Adams, Chelsea Specht, Diversity Programs Coordinator, ASPB, ASPT and other plant orgs	Most finances covered by the ASPB-led Root and Shoot grant. BSA allocated \$15K for DEI training/consultants in FY 2022 which may not be needed, could be supplemental or repurposed	Q1 - 2022	ongoing	Through Root and Shoot and Movement Consulting, a 6-month training program has begun. Catrina Adams served on R&S subcommittee to interview and select consulting firm. Twenty-one BSA members and staff are participating in the training currently which began in June 2022.
3	3.3	Provide open application and nomination process encouraging diverse groups of early-career scientists to join our Early Career Advisory Board (AJB) and the Reviewing Editor Board (APPS).	Amy McPherson and Beth Parada	Publications Committee	Registration support of some kind for these two groups to attend Botany conference?	Q4- 2021	Achieved	Our ECAB open application process had 50 applicants from around the globe; 10 were selected https://botany.org/home/publications/ecab.html . The open call for the 2022-2024 APPS RE board received 17 applicants; 13 were selected for the new board, which is our most geographically diverse to date. Reviewing Editors receive a 50% discount on their Botany registration.
3	3.3	Create shared conference code of conduct and reporting system	Root and Shoot Steering Committee and BSA Program Committee	ASPB, ASPT and other plant orgs; Melanie Link-Perez	Part of Root and Shoot grant to examine and refine a conference code of conduct and reporting system	Q4 - 2021	Q4 - 2022	R&S working group on more inclusive conferences has formed, with a subgroup devoted to developing and proposing a shared "Community Agreement" (renamed as "Code of Conduct" sounds punitive). A second subgroup will research and recommend strategies for accountability to the Community Agreement. 25 people from across the RCN organizations are participating in this, with substantial representation from BSA and ASPT. Proposed recommendations are planned for distribution to society leadership in early January 2023.

4	4.1	Demographic data collected at point of membership; assessed at year end.	Amelia Neely and Diversity Program Coord	Heather Cacanindin, DEI Committee	Funding to train staff in handling this sensitive data. \$400 for 3 people	Q4- 2021	Q4 - 2022	Data is being collected at time of membership renewal or joining the Society. Staff have been trained on data handling. Catrina Adams, Jennifer Hartley, Amelia Neely, Sarah Sims are currently certified as having completed CITI Human Subjects Research Ethics training as of 11/1/2022
4	4.4	Share demographic data and assessment with DEI Committee, Board, and membership while ensuring privacy; transparent reporting	Amelia Neely, Div Program Coord. and Heather Cacanindin	DEI Committee		Q1 - 2022	Q3 – 2022	Data is ready to provide to DEI committee for further review and creation of report template at their next meeting. Determination was made to not change any join/renew form demographics for 2022 renewal season. DEI committee will determine if changes needed for 2023 renewal season. Once report template is finalized a report will be shared with Board and BSA Membership.
3 and 1	3.2, 1.1	Develop Inclusive/equity-based mentor training and certification system for mentoring diverse students in the plant sciences	Root and Shoot Steering Committee	DEI and Education Committee	Funding through Root and Shoot grant	Q1 - 2022	Q3 - 2022	This Working Group is still in the formation stages but should begin recruiting in the next few months. The Working Group will follow the model of the ROOT&SHOOT Safer Conferences Working Group, which has just launched and started recruiting in June.
1	1.4	Hold at least 4 Botany 360 related virtual opportunities for professional development that are accessible and free	Heather Cacanindin and Amelia Neely	Botany 360 Ad Hoc Committee	Zoom account may need upgrade; \$500 per year	Q1 - 2022	Achieved and ongoing	We have held 9 Botany360 events this year and have also had bi-weekly Phytochemistry Section meetings, or, "PhytochemTalks", which met 4 times. The program has evolved to include a survey for attendees and a checklist for organizers. Quarterly meetings of the Ad Hoc Committee ensure that there will be more events throughout the rest of the year. We currently have 6 recordings available for free viewing on the Botany360 homepage and expect to have 2 more shortly.

1,2,3,4, 6	3.3, 4.1, 4.2, 6.5	Assess current status of indigenous inclusion –recruit members, leaders, staff to participate in surveys, interviews for shared assessment across orgs	AISES PI: Kathy DeerinWater, Anna Monfils, Heather Cacanindin, Sarah Sims	AISES-led Indigenous Voices NSF grant; BSA, ESA, Entomological Society participate. BSA DEI committee assists	Indigenous Voices LEAPs Grant	Q1-2022	Q4-2022	Partner societies shared the demographics they do collect. Draft survey instruments (for all societies) are currently being finalized (one for Indigenous members and one for non-indigenous members). The plan is to pilot these in each society with a very few members and then distribute. An "Indigenous Botanist Gathering" was held during the BOTANY meetings, hosted by Sky Wildcat with help from Catrina Adams (in the absence of Anna Monfils and Sarah Sims due to health reasons). Surveys are planned for distribution in late Fall 2022
3,4,13	4.1, 4.2, 4.3, 13.3	Survey and interviews with all PLANTS alumni and mentors from both NSF-supported PLANTS programs, publish results in PSB.	Ann Sakai (PI), Kathi Beyer (External Evaluator)	Heather Cacanindin, Catrina Adams, Anna Monfils	PLANTS III Grant funded	Q1-2022	Q2-2022	Survey and interview completed, report delivered by evaluator. Have not published any of the results due to B&B PI's unhappiness with th evaluator's work.
2, 3, 9, 13	2.3, 3.1, 9.1, 13.3	PLANTS III student pathway program and initiative for CC, MSI, tribal college faculty at Botany 2022 in Anchorage. Begin planning science identity workshop for 2023	Anna Monfils (PI), Catrina Adams (coPI), Muriel Poston (coPI), Kathi Beyer (External Evaluator)	New DEI Coordinator, Advisory Board, DEI and Education Committee, Teaching section, Heather Cacanindin	PLANTS III Grant funded	Q1 - 2022	Accomplished and ongoing	12 PLANTS students accepted, new mentor application developed and implemented with 24 mentors matched with scholars,7 educators selected for the Inclusive Teaching part of the grant, programming at conference developed, evaluation pieces still uncertain/in discussion, planning for spring science identify workshop for undergrads will begin in August/Sept. Leadership restructuring may effect future planning.
3, 1,2002	3.3, 1.3, 2.2	IDEA Conference October 13 pre-conference meeting, November 4-5: LEAPS grant sponsored by AIBS. BSA sends two representatives.	Catrina Adams and Janelle Burke	DEI committee, PLANTS II/PLANTS III, ROOT and SHOOT will be interested in outcomes and overlap from this meeting.	Funded by AIBS LEAPs grant.	Q4- 2021	Achieved and ongoing	Completed

Priority Area: Scholarly Research and Excellence								
Goal	Strategies	Activities Initiatives	Lead	Team Members	Internal Resources	Start Date	End Date	Oct 1 Update
5	5.1, 5.2 and 5.3	Hire a new EIC for APPS	Emily Sessa and Amy McPherson	Beth, Parada, Joyce Chery, Pam Soltis, Mike Moore Norm Wickett, Karolina Heyduk,	\$5000 stipend	Q4 - 2021	Q1 -Jan 2022	Completed, with the hire of Briana Gross for a 5-year term as EIC for APPS
5	5.1, 5.2 and 5.3	Reviews Editor for AJB	Amy McPherson	Pam Diggie, Emily Sessa	\$1500 stipend	Q4 - 2021	complete	Completed! With a 2-year commitment from Kasey Barton
5	5.2 and 5.3	Recruiting editor for APPS	Beth Parada	Amy McPherson	\$1500 stipend	Q4 - 2021	complete	Completed! With a 2-year commitment from Tatiana Arias

5, 7, and 1	7.1, 7.4, and 1.4	Provide virtual publishing workshops such as "How to review a paper for a scholarly journal?" and Discussion sessions such as "How to promote your work"; Offer a publishing workshop at the Mexican Botanical Congress in Puebla with Michael Donoghue, Mark Olson, and Julieta Rosell	Amy McPherson	Pam Diggle, new APPS EIC, Beth Parada, Rich Hund, Emily Sessa, Publications Committee, Wiley team	Zoom upgraded account	Q4 - 2021	Q2 - 2022; Q4 2022	1st Botany360 webinar, in 2 parts: De-mystifying the publication process (with accompanying article in PSB); 2nd webinar in November on How to write a synthetic review
5	5.4	Participate in seminars and working groups at Atypion, SocPC, Wiley, CSE, ALPSP, SSP to continue to explore sustainable business models to support Open Access transition.	Amy McPherson,	Beth Parada, Rich Hund	Typical conference and travel support budget	ongoing	ongoing	Ongoing: SocPC, Atypion, CSE, SSP annual meetings
7 and 2	7.4 and 2.3	Spanish webpages/newsletter communications.	Amelia Neely	Heather Cacanindin, International Affairs Committee, Rob Brandt	Could incur cost for translations, or use volunteers from membership or	Q1 - 2022	ongoing	General Membership Page, Membership Benefits, and BSA Publications Hub page are translated. Will be working with volunteers to pinpoint other pages that can be translated. Newsletter translation has not been started.
7 and 5	7.4, 7.5 and 5.2	3-year gift membership for Developing Nations members	Amelia Neely	Rob Brandt, Heather Cacanindin		Q4 - 2021	Achieved	Implemented with this renewal season. We have 20 3-Year Dev. Nat. Memberships and 4 gift memberships have been used.
5	5.4	Negotiate a new contract with a publishing partner that takes strategic steps towards open access while also keeps APCs reasonable, and a healthy income for the Society	Heather Cacanindin, Amy McPherson, Emily Sessa	Board, Pub Committee	Hiring a consultant and legal counsel \$15,000	Q4 - 2021	ongoing	In process, ongoing. Contract will be signed before year end.
8	8.3	New Early Career AJB Award for Excellence (Reviews award)	Amy McPherson, Pam Diggle, Emily Sessa	Publications Committee	At least \$2000 annually	Q4 - 2021	ongoing	Ongoing; 1st "Synthesis" paper accepted for publication June 2022; other papers to be submitted on or before Sept. 1; All but one of the papers have been submitted as of October 17, 2022
5	5.4	Raise open access charges for APPS and AJB to move toward a sustainable open access publication model (keeping pub fees reasonable for members)	Amy McPherson	Gillian Greenough/Wiley, Publications Committee, C&E Consultants		Q4 - 2021	Q1 - 2022	Completed, in consultation with Wiley and consultants like Clarke & Esposito
6	6.4	Careers in Botany Profiles - highlighting diverse careers/people in botany	BSA Student Representatives	Student Reps, Amelia Neely, Early Career Prof Dev Cmmttee		ongoing	ongoing	2022-2023 profiles currently on website. They will be updated in August 2023 for the next year.
8	8.1	Increase the number of grad student research awards by 10	Amelia Neely, Jenny Cruse-Sanders	GSRA Committee, Development Committee	\$15,000; with end-of-year campaign to help raise some extra funds	Q4- 2021	achieved	GSRA awards increased by 11 to 31 for 2022. Thanks in large part to donations from members.

9	9.2	Reminder to all conf attendees that they have continued access to conference content	Johanne Stogran	Melanie Link-Perez		Q1 - 2022	achieved and ongoing... SM, Website and PSB reminders that the content can be accessed for the year after the conference	Before, during and post-conference email, on the conference website... and social media reminders. Rachel Jabaily presenting Botany 360 Nov 2 to discuss possibilities of using conference content in education, and what would be needed to facilitate this use.
7 and 9	7.4, 9.1 and 9.3	Incorporating virtual and accessible elements into Botany 2022	Johanne Stogran and Sarah Sims	Program Committee and Boards of partner societies, Bartha AV Support	exact cost TBD annually but expensive; online platform and all the support with it can cost \$100K	Q4 - 2021	Held the first hybrid conference. Special lectures, symposia and colloquia and contributed paper talks were accessible to virtual attendees.	Hybrid conference with over 400 virtual attendees. This will be a test to see how much it truly ends up costing and if this model will be sustainable into the future. Accessibility tips prepared and shared with conference attendees and placed on BSA website https://botany.org/home/resources/accessibility.html
9	9.3	Hold virtual editorial and publication committee meetings in the future to help broaden participation	Amy McPherson and Beth Parada	Emily Sessa and Pam Diggie		ongoing	ongoing	Editorial board meetings held prior to Botany 2022, via Zoom

Priority Area: Organizational Impact and Visibility

Goal	Strategies	Activities Initiatives	Lead	Team Members	Internal Resources	Start Date	End Date	Oct 1 Update
7, 10, 11	1 and 10.3, 11.2	Host a webinar on "Phylogenetics, genome evolution, taxonomy" in the Nagoya protocol series	Rachel Meyer and AIBS; Jysotna Pandey	Michael Donoghue, Krissa Skogen, Tanisha Williams, Naomi Fraga, Heather Cacanindin		Q4 2021	complete	Completed; BSA President and Public Policy leadership all involved in putting this together. Recording is available on Nagoya web site and AIBS web site.
2,7,10	2.1, 7.1 and 10.3	Careers in Botany Profiles – highlighting diverse careers/people in botany	BSA Student Representatives	Student Reps, Amelia Neely, Early Career Prof Dev Cmmttee		ongoing	ongoing	2022-2023 profiles currently on website. They will be updated in August 2023 for the next year.
7,10	7.1 and 10.1	Student Chapter Engagement Program	BSA Student Reps	Student Reps, Amelia Neely	Discounts to student chapter members	Q1 - 2022	ongoing	Amelia Neely and the Student Reps met and discussed new requirements for Student Chapters. Current Student chapters were notified of changes and were given until Jan. 1, 2023 to implement all changes. Some examples are that chapters have to create at least two events per year that are documented and sent to Amelia, have at least a President and Secretary/Treasurer, both of whom have to be current BSA members, all chapters must now have an advisor, and the president has to share all BSA correspondances to all of the student chapter members.

2 and 10	10.1	Botany 360 Ad Hoc Committee meets at least twice to coordinate PD opportunities (mostly virtual)	Heather Cacanindin and Amelia Neely	Chairs of PUI, Publications, Education, Policy, Early Career PD, plus Amelia, Catrina, Amy, student reps		Q4 - 2021	Achieved	Group has met at quarterly and continues to brainstorm new webinars and ideas for professional development.
7 and 10	10.1	Produce at least 4 professional development and affinity group events (Botany 360)	Heather Cacanindin	Chairs of PUI, Publications, Education, Policy, Early Career PD, plus Amelia, Catrina, Amy, student reps	\$500 for social media ads, expanding Zoom capabilities	Q4- 2021	Q3 - 2022	We have held 6 Botany360 events this year and have also had bi-weekly Phytochemistry Section meetings, or, "PhytochemTalks", which met 4 times. The program has evolved to include a survey for attendees and a checklist for organizers. Quarterly meetings of the Ad Hoc Committee ensure that there will be more events throughout the rest of the year. We currently have 5 recordings available for free viewing on the Botany360 homepage.
10	10.4	Public Outreach Campaign on Social Media, Liaison will create engaging posts that can be tagged to public entities to increase plant enthusiasm and connect them to BSA	Social Media Liaison	Amelia Neely		Q2-2022	ongoing	The SM Liaison created Taxa Tuesday, which are posts about taxonomy. She has made engaging posts and videos that have been shared with public. She has also continued the Spotlight Series, showing the public a diverse group of early career professionals. This position has been paused for Oct 2022 - Sept 2023 to give Amelia and Student Reps time to revamp the position. Amelia will take over all duties and we will consider a campaign for 2023.
6 and 10	2, 10.3 and 10.4	BSA highlighted in at least 3 op-eds or more general/public news articles highlighting botany and the importance of plants	Michael Donoghue Heather Cacanindin	BSA Board, Education Director and Publications Director		Q4-2021	Q3-2022, ongoing	One op-ed this year that involved BSA Education Chair, Rachel Jabaily
12 and 10	1 and 12.2, 10.4	Planning for PS related teacher/scientist professional development, refining assessment instruments, conducting in-person planning meeting for teachers, collecting classroom video, creating scientist interview videos RE photosynthesis and respiration	PI Catrina Adams (BSA) CoPI Anne Westbrook (BSCS), CoPI Joseph Taylor (UCCS), Horizon Research Inc. (External Evaluators)	BSA, BSCS, UCCS Jennifer Hartley, Advisory Board, Rachel Jabaily and BSA Education Committee	F2 grant funded	Q4 - 2021	Q3 -2022, ongoing	PS website development requests are being scoped and scheduled for completion by platform manager HubZero. Assessment instruments refined and approved by partner organization BSCS Science Learning's IRB board) in July. Plan is to pilot the revised assessments with several teachers in late fall/early spring 2022/2023. PD plan is being revised and linked to theory of action, online and in-person activities are being mapped for congruence.

12 and 10	1 and 12.2, 10.4	Planning teacher/scientist recruitment efforts, making connections with district science coordinators to ensure representative sample, creating recruitment materials	PI Catrina Adams, Jennifer Hartley	BSA, BSCS, UCCS, Advisory Board, Rachel Jabaily and BSA Education Committee	F2 grant funded	Q4 -2021	Q3-2022	Over 100 high school biology teachers recruited. Have established contact with many state-level science teacher associations and are planning a final push during the November National Association for Biology Teachers meeting where PlantingScience will have a booth and is donating "Inquiring About Plants" books to the winners of the NABT Outstanding Biology Teachers Awards from all 50 states. Recruitment materials created, including a video for teacher recruitment. Liaison recruiting materials are being refined now and Liaison recruiting is planned to begin in January 2023.
12 and 7	12.1, 12.2, 7.1	Publishing several DIG articles and mentor-tracking/analysis article related to PS outreach	PI Catrina Adams, Claire Hemingway	Anne Westrbok, Joseph Taylor CoPIs	F2 grant funded	Q4 -2021	Achieved, and ongoing	Main DIG article published Taylor, J., Westbrook, A., Adams, C., Creasap-Gee, J. (2022) The effect of participation in a student-scientist partnership-based online plant science mentoring community on high school students' science achievement and attitudes about scientists. Journal of Research in Science Teaching. 59(3): 423-457. https://doi.org/10.1002/tea.21733 A teacher-focused paper has been submitted to American Biology Teacher in October 2022.
6,7,8, 10, 12		Life Discovery: Doing Science Education conference planning. Seek funding for high school teachers and CCs, MSIs, HBCU faculty	Teresa Mourad (ESA); Jennifer Hartley	Rachel Jabaily, Education Committee, Phil Gibson (PlantED Editor)	Staff time for advertising	Q4 - 2021	Q3- 2022	2023 LDC conference will be held March 23-25 at the Florida Agriculture and Mechanical University (an HBCU) in Tallahassee Florida. Theme: Variants in Biology Education: What can we learn from pandemics? J. Hartley, J. P. Gibson and C. Adams will attend
6, 7, 8, 10, 12		PlantED Digital Library: Transition from C-WIS (broken) to different existing education resource library (e.g. CourseSource/QUBES), or archive and refocus on conference and database-agnostic professional development around publishing botany education research and activities.	Phil Gibson (BSA); Rob Brandt	Teresa Mourad (ESA), BSA, SSE. BSA: Rob Brandt, Catrina Adams, Rachel Jabaily, Education Committee	Uncertain, may require some funds to transfer from existing database to another system or funds for maintaining an archive. BSA covers server cost and maintenance for PlantED.	Q4 - 2021	ongoing	No decisions have been made. Website has been repaired to end-user functionality, with workarounds for editorial review. Group has had discussions with QUBES/BioQuest about feasibility of moving the library to a new system. Requires group buy-in on options for moving or archiving. Hanging on for now with access restored to existing resources.

10,11, 12	11.4, 12.1, 12.2	PlantingScience: ongoing efforts to run the session for non-research teachers and middle high school students. New efforts to collect data related to DEI from publicly available school demographic information for all past participants.	Jennifer Hartley	Gwynne Lim, Catrina Adams, Master Plant Science team, PS partner organizations, mentor volunteers	F2 grant with minor expense to BSA Education budget. Usually <10K. MPST early career scientist liaisons sponsored by BSA and partner organizations with free membership and/or meeting registration discount. Seeds provided by donation from Johnny's Seeds	Q4 - 2021	ongoing	We are working on updated materials in response to user survey responses. School demographic data has been loaded into the PS database (on Zoho) so DEI data can be calculated for the upcoming session.
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Priority Area: Professional Development

Goal	Strategies	Activities Initiatives	Lead	Team Members	Internal Resources	Start Date	End Date	Oct 1 Update
13	13.1	New BSA Affinity Groups created for Slack after successful development of an application form	Sarah Sims	Amelia Neely, Heather Cacanindin and Botany 360 Ad Hoc Committee		Q1 - 2022	ongoing	Facilitated affinity group meetups for the Botany 2022 conference, which were planned and developed by members of those groups. These were well received. Meetups included: BIPOC mixer, LBGTQ+ mixer, Disabled in Botany, Bots with Tots, Queer Femmes, Indigenous Botanists Gathering, Asian, Asian American, & Pacific Islander Mixer (AAPI) Mixer, Encuentro Latinx/Latinx Mixer, and Non-Alcoholic Ice Cream Social. Not ask much enthusiasm for online Slack groups.
13 and 15	13.2, 15.1	Hold at least 1 professional development online discssion session for section leaders and committee chairs	Heather Cacanindin, Michael Donoghue	Exec Committee	Zoom	Q1- 2022	Q2- 2022	Has not happened yet. We will discuss this at the BSA Council meeting and pick a month to plan for a virtual gathering. Kyra Krakos and Ben Montgomery did host a Botany 360 about section leadership on June 5.
13 and 4	13.3	Automated short survey of new members 1 month after joining	Amelia Neely	Heather Cacanindin	Survey Monkey	Q1 - 2022	Q4 - 2022	Still being developed
13 and 4	13.3	Lapsed member survey to explore reasons for nonrenewal and career transition points	Amelia Neely	Heather Cacanindin; BSA Council	Survey Monkey	Q1 - 2022	Q4 - 2022	Still being developed
14	14.3	Monthly Job Highlights on SM Posts	SM liaison	Amelia Neely		Q4 - 2021	ongoing	Several Jobs and the jobs board are highlighted each month on the monthly newsletter and occassionally on the BSA social media platforms.
14	14.1	3-Year Student Gift Memberships, will retain student members for full three years, will allow time to explore	Amelia Neely	Heather Cacanindin		Q4-2021	achieved and ongoing	Program is ongoing and promoted during membership renewal season and gift membership drive.

15	15.3	Publications will devise a document to outline processes and procedures for succession and contingency planning	Amy McPherson	Beth Parada, Rich Hund, Emily Sessa		Q1- 2022	ongoing	In process, with goal of having a draft document by Q4
14	14.4	Create new calendar on botany.org to highlight PD opportunities, webinars, discussion sessions, committee meetings, etc.	Rob Brandt and Amelia Neely	BSA Staff and Botany 360 Committee		Q4 – 2021	Achieved	Botany360 program has been developed and included in that is an event calendar that has been in use since March 2022.
14, 15	14.4, 15.1	Botany 360 Ad Hoc Committee meets at least twice to coordinate PD opportunities (mostly virtual)	Heather Cacanindin; Amelia Neely	Chairs of PUI, Publications, Education, Policy, Early Career PD, plus Amelia, Catrina, Amy, student reps		Q4 - 2021	Q2 - 2022	Group has met quarterly and continues to brainstorm new webinars and ideas for professional development.
15	15.1	Develop a Board orientation with supporting documentation for new Board members	Heather Cacanindin	BSA staff and BSA President and past President		Q1- 2022	Q3 - 2022	No Zoom orientation has been scheduled, but several documents have been created and forwarded to new Board members for their review.
15	15.3	Update botany.org with Council meeting agendas, minutes, and Board meeting minutes from the last 4 years	Amelia Neely and Heather Cacanindin	Rob Brandt		Q4- 2021	Q4 - 2022	Will work on this for 2023
15	15.2	Incorporate a professional development goal into each staff member's annual review and discuss their professional development needs during review discussions	Heather Cacanindin, Amy McPherson, Catrina Adams			Q1 - 2022	ongoing	In process; most staff already have a professional development goal and are provided with at least one training opportunity each year to help address their learning goals.