

| Priority Area: Human Diversity, Equity and Inclusion | | | | | | | | |
|--|-------------|--|---|---|--|------------|------------------------|--|
| Goal | Strategies | Activities Initiatives | Lead | Team Members | Internal Resources | Start Date | End Date | June 30 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 | Reviewed over 20 applicants, narrowed to three. Interview process involved Catrina, Heather, Amy, Anna and Muriel. Hired Sarah Sims in Q2 |
| 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 | \$1500 to social media liaison who mostly handles this task with oversight from BSA staff | Q4- 2021 | 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 | Roll out in April 2022 | 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 | ongoing | Our ECAB open application process had 50 applicants from around the globe, 10 were selected https://botany.org/home/publications/ecab.html . An open call is currently underway for the new APPS RE board (2022-2024 term). We are expecting a group of applicants equally diverse as our current RE board . 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 has just begun the process of seeking working group members for this effort. Work is planned for Fall 2022 and will last at least 6 months. BSA is recommending several members to serve on the working group. For now, BOTANY conference continues to use its Code of Conduct and pay for an independent/contracted Ombuds. |
| 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 | Q1 - 2022 | Data is being collected at time of membership renewal or joining the Society. Will be assessed by June 30 and reported to the July Board meeting. |
| 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 | This project is at the beginning stages, but will be ready for the July Board meeting and will be shared with the DEI Committee and BSA Membership |

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| 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. |
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| 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 | 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. |
| 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). AISES will host a breakfast at Botany to share about this work and garner interest. Estimated time of survey dissemination is late summer - fall 2022. |
| 3,4,13 | 1.1, 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. |
| 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 | Q4 - 2022 | 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 |
| 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 | Q4- 2021 | Completed |
| Priority Area: Scholarly Research and Excellence | | | | | | | | |
| Goal | Strategies | Activities Initiatives | Lead | Team Members | Internal Resources | Start Date | End Date | June 30 Update |

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| 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 Diggle, 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" | Amy McPherson | Pam Diggle, new APPS EIC, Beth Parada, Rich Hund, Emily Sessa, Publications Committee, Wiley team | Zoom upgraded account | Q4 - 2021 | Q2 - 2002 | 1st Botany360 webinar, in 2 parts: De-mystifying the publication process (with accompanying article in PSB); 2nd webinar in discussion on How to review a paper |
| 5 | 5.4 | Participate in seminars and working groups at Atypon, 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, Atypon, 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 | Q2 - 2022 | 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 | Q4 - 2021 | Implemented with this renewal season. We have 19 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 | Q4 - 2021 | In process, ongoing |
| 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 | Q3 - 2022 | Ongoing; 1st "Synthesis" paper accepted for publication June 2022; other papers to be submitted on or before Sept. 1 |
| 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 Cmmtee | | ongoing | ongoing | 2021-2022 profiles currently on website. They will be updated in August 2022 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 | Q2 - 2022 | 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 | Q1 - 2022 | Before, during and post-conference email, on the conference website... and social media reminders |

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| 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 | TBD; cost still undetermined | Q4 - 2021 | Q3 - 2022 | 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 |
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| 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 Diggle | | ongoing | ongoing | Editorial board meetings to be 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 | June 30 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; Jyotsna 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 Cmtee | | ongoing | ongoing | The 2021-2022 Profiles have been completed. The next set are due in the fall of 2022. |
| 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 | Q2 - 2022 | Group has met at least three times and continues to brainstorm new webinars and ideas for professional development. |

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| 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. |
| 6 and 10 | 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 so far this year that involved BSA Education Chair, Rachel Jabaily |
| 12 and 10 | 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 | PS website framework for the professional development has been created, and is just awaiting the actual content. The PD content has been laid out and the schedule should be finalized soon. Assessment instruments refined and will undergo IRB review (via partner organization BSCS Science Learning's IRB board) in July. |
| 12 and 10 | 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 | Currently navigating nationwide a trend in larger districts toward pacing guides/scripted teaching and other obstacles in larger districts. We are developing a list of charter and private school contacts where teachers may have more autonomy. Similarly, working on a plan to expand PS partnerships and engage more plant-focused societies in MPST and mentor recruitment. Teacher recruitment scheduled to begin in late August - October. |

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| 12 and 7 | 12.1, 12.2, 7.1 | <i>Publishing several DIG articles and mentor-tracking/analysis article related to PS outreach</i> | <i>PI Catrina Adams, Claire Hemingway</i> | <i>Anne Westbrook, Joseph Taylor CoPIs</i> | <i>F2 grant funded</i> | <i>Q4 -2021</i> | <i>Q3-2022</i> | <p>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. <i>Journal of Research in Science Teaching</i>. 59(3): 423-457. https://doi.org/10.1002/tea.21733</p> <p>A teacher-focused paper is drafted and ready to submit to American Biology Teacher. A mentor-focused paper in prep for BioScience has stalled. A paper on MPST career outcomes is drafted, not a good fit for CBE Life Sciences Education or BioScience. Claire is weighing additional options.</p> |
| 6,7,8, 10, 12 | | <i>Life Discovery: Doing Science Education conference planning. Seek funding for high school teachers and CCs, MSIs, HBCU faculty</i> | <i>Teresa Mourad (ESA); Jennifer Hartley</i> | <i>Rachel Jabaily, Education Committee, Phil Gibson (PlantED Editor)</i> | <i>Staff time for advertising</i> | <i>Q4 - 2021</i> | <i>Q3- 2022</i> | <p>2023 conference planning has been somewhat challenging with respect to finding/selecting a locale. The group hopes to move forward to a CFP very soon.</p> |
| 6, 7, 8, 10, 12 | | <i>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.</i> | <i>Phil Gibson (BSA); Rob Brandt</i> | <i>Teresa Mourad (ESA), BSA, SSE. BSA: Rob Brandt, Catrina Adams, Rachel Jabaily, Education Committee</i> | <i>Uncertain, may require some funding</i> | <i>Q4 - 2021</i> | <i>Q3 - 2022</i> | <p>No decisions have been made. Website has been repaired to user-end 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.</p> |
| 10,11, 12 | 11.4, 12.1, 12.2 | <i>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.</i> | <i>Jennifer Hartley</i> | <i>Gwynne Lim, Catrina Adams, Master Plant Science team, PS partner organizations, mentor volunteers</i> | <i>F2 grant with minor expense to</i> | <i>Q4 - 2021</i> | <i>ongoing</i> | <p>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.</p> |

Priority Area: Professional Development

| Goal | Strategies | Activities Initiatives | Lead | Team Members | Internal Resources | Start Date | End Date | June 30 Update |
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FY2022 Implementation Plan

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| 13 | 13.1 | New BSA Affinity Groups created for Slack after successful development of an application form | Amelia Neely | Heather Cacanindin and Botany 360 Ad Hoc Committee | | Q1 - 2022 | ongoing | This program was put on hold due to lack of interest in leading the affinity groups. Will try again at a future date, possibly 4th quarter 2022 or first-second quarter of 2023. However, the BSA has put funding behind Affinity group meet-ups/networking gatherings at the annual conference and held an open call for those that want to get involved in hosting those. |
| 13 and 15 | 13.2, 15.1 | Hold at least 1 professional development online discussion 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. |
| 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. The SM Liaison highlighted the jobs board on SM. |
| 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 | ongoing | Program is ongoing and promoted during membership renewal season and gift membership drive. A total of 73 3-year gift memberships have been purchased since the start of the program in October 2021. |
| 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 | Q4 – 2021 | 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 at least three times 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 | Q3 -2022 | Project will begin after Botany conference and be completed by the end of the fiscal year. |

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| 15 | 15.2 | <i>Incorporate a professional development goal into each staff member's annual review and discuss their professional development needs during review discussions</i> | <i>Heather Cacanindin, Amy McPherson, Catrina Adams</i> | | | Q1 - 2022 | <i>ongoing</i> | 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. |
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