# Committee Planning Report

NOTE: \*\* = Required Field

**\*\*Type of report being submitted:** Committee Planning Report

\*\*Date: 06/08/2020

**\*\*Committee Name:** NMRT Annual Conference Professional Development Attendance Award Committee

**\*\*Supervising Board Member:** Annice Sevett

**\*\*Chair, Co-Chairs, Assistant Chairs:** Lavoris Martin, Chair

**\*\*Committee members:** Kayla Kuni; Jillian Hayes; Kathleen Wheeler; Ariana Santiago

**\*\*Committee Charge:** Choose two recipients of the NMRT Annual Conference Professional Development Attendance Award and provide each recipient with one ticket to the event of their choice ($100 value or less) at the ALA Annual Conference.

**\*\*Project Description / Goals:** The NMRT Annual Conference Professional Development Attendance Award Committee first plan to publicize the availability of the award and solicit applications. The committee will then review applications and select the top two. All applicants will be notified as to whether they were or were not selected as a recipient.

**\*\*Specific Objectives (numbers, tangible end-products):** Two chosen recipients will be awarded a ticket to the event of their choice, with a single ticket not to exceed $100. The total cost will be under $200. The committee hopes to get ten or more applications for the award, so there will be an adequate pool of applicants for selection.

**Financial Report Section:**

|  |  |
| --- | --- |
| **Your budget appropriation (see budget)** | a. 200.00 |
| Amount which you have spent so far this year | b. 0 |
| Your estimated additional expenses this year | c. 0 |
| **Total of amount spent and additional "estimated" expenses for this year (b+c)** | d. 0 |
| **Difference between budgeted amount and total expenses from above (a-d)** | e. 200.00 |

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: N/A

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) N/A

**h. Vendor support received:** (From the above list, what if any, has been received?) N/A

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc.): The committee will need the Web Committee, and Footnotes editor, to post information about the recipients, submit press releases, and update information on the NMRT web page as needed.

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

N/A- NMRT Staff Liaison will purchase the tickets for the two recipients and will make sure that the tickets are in the award recipients conference registration packets.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.): The committee members will post the call for applications to a variety of listservs and web pages by March 31, 2020. There will also be a Press Release regarding the award.

Update: No post for the call for applications or press release regarding the award made were submitted.

With the change in the ALA Annual Conference the NMRT did not advertise or award a member the NMRT Annual Conference Professional Development Attendance Award for 2020. No were tickets purchased, no budget funds were dispensed for the 2020 fiscal year.

\*\*Report submitted by: Lavoris Martin

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