

## **Committee Planning Report**

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

**Date:** September 10, 2012

**Committee Name:** Footnotes

**Supervising Board Member:** Coral Sheldon-Hess

**Chair, Co-Chairs, Assistant Chairs:**

Heidi Steiner, Editor/Chair

Anthony Prince, Assistant Editor/Co-Chair

**Committee members:**

Alison McCarty

Angiah Davis

Cate Calhoun

Damecia Donahue

Jennifer Peterson

Jessica McClean

Laureen Cantwell

Rebecca Molineaux

Stacey Nordlund

Tasha Bales

**Committee Charge:**

The purpose of the Footnotes Committee is to produce a quarterly newsletter for NMRT members. *Footnotes* disseminates information and news to NMRT members; alerts members to developments of interest in ALA and in the library world; and informs members of NMRT Board actions, state and regional events, and NMRT conference programs and committee activities.

**Project Description / Goals:**

- Publish four issues of *Footnotes* in August, November, February and May, respectively.
- Create Editing Guidelines and Procedures that can be carried from year-to-year for consistency and easy transitions.
- Create Submissions Guidelines to be featured on the *Footnotes* website to provide information for potential authors.

**Specific Objectives (numbers, tangible end-products):**

- Create Editing Guidelines and Procedures – Chair and Co-Chair will create a draft prior to editing the August issue and will post it to Connect. Used in draft form for August editing and then solicit feedback from the Committee. Make updates, post official Guidelines and Procedures to Connect and share with Board in late summer/early fall.

- Create Submissions Guidelines – Chair and Co-Chair will create a draft in early fall and solicit feedback from committee members. Share final document with Board and have posted on website in time to use for February call for authors.

**Financial Report Section:**

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

**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**

Ongoing need for Web Committee members to post *Footnotes* content online for each issue. Web Committee liaisons need to be added to Connect space as Ex-Officio members for ease of sharing files. Will also need additions made to *Footnotes* website once Submission Guidelines are complete.

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

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

Posts made to NMRT-L include calls for article authors and Headliners announcements, as well as to share when a new issue has been posted.

**Report submitted by:**  
Heidi Steiner, Chair/Editor

**Email address:**  
hmsteiner@gmail.com