

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** September 9, 2012

**\*\*Committee Name:** Handbook

**\*\*Supervising Board Member:** Jessica Pryde

**\*\*Chair, Co-Chairs, Assistant Chairs:** Virginia Pierce, chair  
Bridget Schumacher, co-chair

**\*\*Committee members:**

Amanda Youngbar	<a href="mailto:amanda.youngbar@gmail.com">amanda.youngbar@gmail.com</a>
<b>Bridget Schumacher, co-chair</b>	<a href="mailto:bridget.schumacher@gmail.com">bridget.schumacher@gmail.com</a>
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**\*\*Committee Charge:** The purpose of the committee is to update the official online handbook to provide pertinent information on the goals, history, and major functions of NMRT for those associated with the Round Table.

**\*\*Project Description / Goals:**

Review and update all sections of Handbook; confirm that Constitution & Bylaws are current; request changes from Board members and committee chairs and make those changes; make changes to Handbook throughout year when requested by Board and Committee members; set up social media messages to promote Handbook to NMRT members; review last year's Handbook usage survey and see if there are any areas that could be improved and, if so, submit these recommendations to board; reduce and block spammers on the Handbook wiki.

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

- Review and update all sections of the Handbook again. Some parts of the Handbook will need less attention than others this year.

- Confirm that Constitution & Bylaws are still current
- Contact committee chairs and ask for revisions to their committee pages. We also make changes as they are requested from board members and committee chairs as they come in.
- We created some social media messages to promote use of the wiki last year. Follow up on this with our new supervising contact.
- We conducted a survey last year to committee chairs to gather feedback about the Handbook wiki. I need to share the results of the survey with you all and we can look at the results and see if we received helpful feedback that can be shared with the Board.
- Also, we have had a spike in spam edits recently on the wiki which we need to work on. We can go to Recent Changes and remove spam text and block these spammers. I suggest that we take care of this one first.

**Financial Report Section:**

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

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) n/a

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc. n/a

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.): n/a

**\*\*Report submitted by:** Virginia Pierce, chair

**\*\*Email address:** piercev@mailbox.sc.edu