

Committee Planning Report

Type of report being submitted: Committee Planning Report

Date: September 4, 2012

Committee Name: NMRT Vice Presidential Planning Report

Supervising Board Member:

Emily Prather-Rodgers, NMRT Vice President/President Elect

Chair, Co-Chairs, Assistant Chairs:

Holly Cole Okuhara, Chair

Committee members:

Amanda Foster	amanda.brie.foster@gmail.com
Charlene Hsu Gross	charlene.hsu.gross@gmail.com

Committee Charge:

Assist “the current vice-president with his or her projects and needs during his or her term. This includes assisting with the planning of the presidential program for the subsequent year.”

Project Description / Goals:

- Brainstorm ideas for the president’s program;
- update NMRT Vice Presidential Planning Committee webpage;
- review and, if necessary, the NMRT Vice Presidential Planning Committee wiki page;
- review volunteer questions
- and assist the Vice President in her projects, as needed.

Specific Objectives (numbers, tangible end-products):

1. Meet with committee members and the Vice President to brainstorm ideas for the president’s program;
2. update the NMRT Vice Presidential Planning Committee website;
3. and review the volunteer questions and revise if necessary.

Financial Report Section:

Your budget appropriation (see budget)	a. 0
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. 0

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

g. Vendor support requested: N/A

h. Vendor support received: N/A

Specific Needs/Support (non-financial):

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: Holly Cole Okuhara

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