

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** October 18, 2012

****Committee Name:** NMRT Web Committee

****Supervising Board Member:** Amy Neeser (aeneeser@gmail.com)

****Chair, Co-Chairs, Assistant Chairs:** Becky Thompson (becky.thompson@mchsi.com)

****Committee members:**

Annelise Freeman	annelise.freeman@gmail.com
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****Committee Charge:** The NMRT Web Committee serves as the NMRT website manager and the liaison to ALA's web staff. The committee's responsibilities include developing and recommending editorial policies, procedures, and guidelines for publishing and disseminating information on the NMRT website; making recommendations to improve content, organization, design, and enhancements that will meet the needs of members; and maintaining the website by adding submitted pages and modifying existing pages according to established guidelines.

****Project Description / Goals:** The updating and maintenance of all NMRT web pages. Interacting with a liaison from all other NMRT committees allows this procedure to be a continual process.

****Specific Objectives (numbers, tangible end-products):** Train all Web Committee members in the Drupal content management system, assign them to a NMRT Director to be the main point of contact for any requested updates.

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: none.

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) **none.**

h. Vendor support received: (From the above list, what if any, has been received?) none.

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. Occasional support from the ALA's web staff as needed.

b. On-site conference volunteers: (include estimated numbers needed and brief job description): none

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.): none.

****Report submitted by:** Amy Neeser

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