

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** February 20, 2013

****Committee Name:** Shirley Olofson Memorial Award Committee

****Supervising Board Member:** Megan Hodge, NMRT Leadership Development Director

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

****Committee members:**

Gail Shimokawa
Heather Thompson
Jenna Goodall
Kristin Jacobson
Mary Oberlies
Michael Mungin
Nicole Brock

****Activity in Current Reporting Period**

a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

The committee solicited applications for awards, gathered applications, have reviewed and scored applications, chose a recipient, notified the recipient, and notified those not chosen.

b) Projects in progress but not yet completed:

- Confer award
- Press release
- Change the "Current/Past Winners webpage
- Review the procedures/process with committee

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?): N/A**

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 |

** Please note: Awards/scholarship money will be provided by alternative funding to the recipient in the form of a check once the recipient agrees to accept the award. The chair will work with the NMRT Treasurer to have a check sent in March 2013.*

****Report submitted by:** Easter DiGangi

****Email address:** easter.digangi@uwalumni.com