

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** February 25, 2013

****Committee Name:** President's Program

****Supervising Board Member:** Janel Kinlaw, NMRT President

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

Cheryl Lee

****Committee members:**

Ava Iuliano, Emily Sanford, Maura Diamond

****Activity in Current Reporting Period**

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

The committee has finalized the President's Program for annual—we have had a very productive few months. We solicited speakers from a number of list-servs and received a number of great proposals. At the Midwinter meeting the Committee met and we were able to finalize our choices for speakers. After Janel approved the list speakers were notified. Of the ten speakers, nine confirmed that they were still able to present. Kim was given a list of speakers so ALA conference service staff could send the letters. We followed up on scheduling and equipment requests, confirming that we'll have a projector, screen, and microphone.

b) Projects in progress but not yet completed:

We have put in a request for coffee and tea given the early hour of our program slot. We are waiting for a final confirmation from Kim. The committee is now working on marketing plans for the months leading up to Annual.

****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?):**

Financial Report Section:

Your budget appropriation (see budget)	a. 800
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 800
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.
Difference between budgeted amount and total expenses from above (a-d)	e.

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