

## Committee Final Report

NOTE: \*\* = Required Field

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

**\*\*Date:** July 5, 2013

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

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

**\*\*Chair, Co-Chairs, Assistant Chairs:** Kirby McCurtis, Chair/Cheryl Lee Assistant Chair

**\*\*Committee members:** Emily Sanford, Maura Diamond, Ava Iuliano

**\*\*Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

Goal—to plan and execute the President's Program during Annual Conference.

Project Completed—the President's Program (Building Your Professional Toolkit) was a great success in spite of the early morning hour. We had a panel of 9 speakers from diverse backgrounds presenting on a variety of topics and attendance was good with about 75 attendees. The session ran over by a few minutes so there was no time for questions, but the audience came up to the panelists as soon as it was over to speak to them.

**\*\*Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

Next year it would be great if the session were not scheduled so early. Although attendance was not an issue due to the subject matter, it would have been great to see the room at capacity. Also, offering coffee and tea is a must if the hour is early again; fortunately President Janel Kinlaw was able to dip into her reserves to cover the costs of catering. Nine speakers was quite a lot, and if time is needed for questions I would suggest 7 speakers maximum.

### Financial Report Section:

<b>Your budget appropriation (see budget)</b>	a. 800
<b>Amount which you have spent this year</b>	b. 914
<b>Difference between budgeted amount and amount spent (a-b)</b>	c. 114 over

**\*\*Report submitted by:** Kirby McCurtis, Chair

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