

Committee Final Report

NOTE: ** = Required Field

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

****Date:** 2 August 2013

****Committee Name:** Student Reception Planning Committee

****Supervising Board Member:** Bohyun Kim

****Chair, Co-Chairs, Assistant Chairs:** Kate Kosturski, Melissa Brisbin

****Committee members:**

Amalia Menon (Note: stepped down as of 5 February 2013)
Emily Buzicky
Jenna Goodall
Kristy Floyd

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

Our main goal was to plan the Student Reception, where the Student Chapter of the Year awards were to be presented. This year's reception was held on 30 June 2013 at the Palmer House Hilton. We had great turnout and there was enough food and drink for all.

****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.**

The majority of the work for this committee does not need to be done until the months/weeks preceding Annual, and I think some committee members felt lost as to their purpose. Perhaps we can absorb this committee into another, such as Student Chapter of the Year?

We need to make sure that members who do have to step down are replaced in a timely manner. We did have at least one member step down as they were not renewing their ALA membership. Thankfully, it did not affect the work too much.

I would suggest a larger budget allocation for the reception. Upon review of the catering menus provided by the Palmer House, we realized that \$1,500 was just barely enough to cover food and drink. With next year's Annual in Las Vegas, a very expensive city, this is extremely important.

Comment [WU1]: Any other thoughts come to mind?

If we are not absorbed into another committee (SCOTYA or otherwise), It is also a good idea to coordinate with the Student Chapter of the Year Committee so that they can publicize the event to their student chapters.

Financial Report Section:

Your budget appropriation (see budget)	a. \$1,700
Amount which you have spent this year	b. \$1,700
Difference between budgeted amount and amount spent (a-b)	c. 0

Comment [WU2]: I think we ended up using our full budget, but correct me if I am wrong.

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