**Committee Planning Report**

NOTE: ** = Required Field

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

**Date:** October 13, 2013

**Committee Name:** Alumni & Friends Committee

**Supervising Board Member:** Janel Kinlaw (jkinlaw@npr.org)

**Chair, Co-Chairs, Assistant Chairs:** Kristen Hylton (kris10hylton@gmail.com)

**Committee members:**

<table>
<thead>
<tr>
<th>Melissa Cardenas-Dow</th>
<th><a href="mailto:Melissa_CardenasDow@redlands.edu">Melissa_CardenasDow@redlands.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Donlin</td>
<td><a href="mailto:mdonli1@lsu.edu">mdonli1@lsu.edu</a></td>
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**Committee Charge:** To develop ways to reach out to NMRT alumni and friends in order to encourage and facilitate their engagement with the NMRT and new librarians through mentoring, event attendance, and fundraising activities. In this way, alumni and friends will be able to share the wisdom of their years of experience with new members, keep up communication with the NMRT, and can support the work of the NMRT.

**Project Description / Goals:** Figure out possible ways to include alumni and friends on the committee for valuable input, determine ways in which alumni and friends wish to contribute to the NMRT and support new members, reach out to and connect with alumni and friends to encourage engagement, facilitate greater collaboration between the NMRT and its alumni and friends.

**Specific Objectives (numbers, tangible end-products):**
• Revision of the NMRT bylaws to allow official appointment of alumni and friends to the NMRT Alumni & Friends Committee
• Conduct an alumni survey to extend the survey work begun by the MPDR (Membership Promotion, Diversity, and Recruitment Committee) to determine ways in which alumni wish to contribute to the NMRT and support new members
• Create a PR strategy for contacting and recruiting NMRT alumni and friends: event invitations, membership drive, mentor recruitment, reaching out to past leaders
• Create a Connect space for committee collaboration

Financial Report Section:

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<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. n/a</td>
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<tr>
<td>Amount which you have spent so far this year</td>
<td>b. n/a</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. n/a</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. n/a</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. n/a</td>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:
n/a

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)
n/a

h. Vendor support received: (From the above list, what if any, has been received?)
n/a

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):
Creation of an NMRT Committee webpage for the Alumni & Friends Committee, creation of a Connect space for the committee, addition of the Alumni & Friends Committee in the NMRT Handbook wiki.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
n/a
c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
Publicity strategy to be determined. Possible use of the NMRT-L discussion list and others as needed.

**Report submitted by:** Kristen Hylton

**Email address:** kris10hylton@gmail.com