Committee Planning Report

NOTE: ** = Required Field

**Type of report being submitted: Committee Planning Report

**Date: 10/21/13

**Committee Name: Web Committee

**Supervising Board Member: Kari Weaver, Member Services Director

**Chair, Co-Chairs, Assistant Chairs: Coral Sheldon-Hess <coral@sheldon-hess.org>

**Committee members:

Cole Hudson <colehudson@gmail.com>,
Heidi Steiner <hmsteiner@gmail.com>,
Kelly Robinson <kellyrob98@gmail.com>,
Ray Henry <raylhenry@gmail.com>,
Kate Tkacik <KateTkacik@gmail.com>,
Tina Chan <tina.s.chan@gmail.com>
Dani Brecher <Dani_Brecher@cuc.claremont.edu>,
Lauren Antolino <Lrnantolino@gmail.com>

**Committee Charge:

The NMRT web committee serves as the NMRT web site manager and the liaison to ALA's web staff. The committee's responsibilities include developing and recommending editorial policies, procedures, and guidelines for publishing and disseminating information on the NMRT web site; making recommendations to improve content, organization design, and enhancements that will meet the needs of members; and maintaining the web site by adding submitted pages and modifying existing pages according to established guidelines.

**Project Description / Goals:

We'll do our best to stay on top of website updates.

**Specific Objectives (numbers, tangible end-products):

We will try to get updates posted within 2 weeks of being asked. (Hopefully less!) – This goes for future updates; there may be a couple that need to be done that are more than 2 weeks old, but we just had someone step down from the committee and gained two new members, in addition to an existing member who needs training in Drupal. Bear with us through the end of the month?

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

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):

That's us.

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.):
N/A

**Report submitted by: Coral Sheldon-Hess

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