# Committee Planning Report

NOTE: ** = Required Field

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

**Date:** October 10, 2013

**Committee Name:** NMRT Membership, Promotion, Diversity and Recruitment (MPDR) Committee

**Supervising Board Member:** Bohyun Kim (kimb@fiu.edu)

**Chair, Co-Chairs, Assistant Chairs:**
Melissa Cardenas-Dow ([melissa.cardenasdow@gmail.com](mailto:melissa.cardenasdow@gmail.com)) (Diversity/Recruitment)
Tinamarie Vella ([tinamarie.vella@gmail.com](mailto:tinamarie.vella@gmail.com)) (Membership/Promotion)  
(co-chairs)

**Committee members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Subcommittee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie Pho</td>
<td><a href="mailto:anniepho@gmail.com">anniepho@gmail.com</a></td>
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<td>Emily Weak</td>
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<td>Laura Wilson</td>
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<td>Promotion subcommittee</td>
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<td>Lindley Homol</td>
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<td>Rebecca van Kniest</td>
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<td>Promotion subcommittee</td>
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**Committee Charge:**

This committee focuses on recruiting new members of ALA, library school students and members from under-represented groups into NMRT. The MPDR committee incorporates the work of the Diversity Committee and serves as a liaison to the ALA Office of Diversity.

**Project Description / Goals:**

We will focus on liaison relationships within NMRT and outside of NMRT to broaden MPDR goals below.

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

We have divided the committee into four sub-committees, and split the co-chair duties in half.

Tinamarie will oversee the Membership and Promotion subcommittee tasks. Melissa will oversee the Diversity and Recruitment subcommittee tasks.

Our tasks are outlined below:

1. **Membership Tasks**
   a. Send welcome emails/packets to new members
   b. Create a monthly member profile (work with Web committee for appropriate platform)

2. **Promotion Tasks**
   a. Publicity campaign using social media
   b. Rebranding (work with VP Planning committee)

3. **Diversity Tasks**
   a. Reach out to ALA Ethnic caucus groups
   b. Write diversity related articles for NMRT and ALA groups (quarterly basis)

4. **Recruitment Tasks**
   a. Follow up on dropped survey from last year's committee tasks.
   b. Reach out to student listservs/groups (work with SASCO)

5. **Committee Organization**

We need to organize our shared google spaces (drive, email)
a. Email - tag/organize folders
b. Docs - tag/organize folders
c. Scheduling - set up schedule for routine maintenance

d. Financial Report Section:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. $600.00</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0.00</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>
</tr>
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</table>

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 web page creation, web form creation, web database, web database, scripting, etc.) We want to create a member highlight profile. We will need assistance from Web Committee for appropriate platform

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.): We have a publicity campaign, we will need social media access to NMRT.

**Report submitted by: Tinamarie Vella**

**Email address: tinamarie.vella@gmail.com**