

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) (Diversity/Recruitment)

Tinamarie Vella (tinamarie.vella@gmail.com) (Membership/Promotion)
(co-chairs)

****Committee members:**

Annie Pho	anniepho@gmail.com	Recruitment subcommittee
Aurora Vega	aurora@tulane.edu	Membership subcommittee
Emily Weak	emilyweak@gmail.com	Recruitment subcommittee
Kai Smith	kaialexis@gmail.com	Diversity subcommittee
Laura Wilson	laura.lynn.wilson.1981@gmail.com	Promotion subcommittee
Lindley Homol	lindley.homol@gmail.com	Membership subcommittee
Rebecca van Kniest	rvkniest@gmail.com	Promotion subcommittee

****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

Financial Report Section:

Your budget appropriation (see budget)	a. \$600.00
Amount which you have spent so far this year	b. 0.00
Your estimated additional expenses this year	c. n/a
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. n/a
Difference between budgeted amount and total expenses from above (a-d)	e. n/a

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

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