

Committee Progress Report

NOTE: ** = Required Field

****Type of report being submitted:** Student Reception Committee Progress Report

****Date:** 14 May 2014

****Committee Name:** NMRT Student Reception Committee

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

****Chair, Co-Chairs, Assistant Chairs:** Nicole LaMoreaux (chair)

****Committee members:**

Jennifer French, Mandi Goodsett, Melissa Harden, Sarah Preskitt, and Karen Whyte

****Activity in Current Reporting Period**

a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**

The reception will be held on Sunday, June 29th from 6:30-7:30pm at the Las Vegas Hotel. We will serve light refreshments. We have ordered 300 canapés and are going to offer a cash bar for the attendees. Estimated attendance is 50+ attendees, for new members and students. The Student chapter of the Year Awards will be presented.

b) **Projects in progress but not yet completed:**

We are working on partnering with the Student Chapter of the Year Award Committee to work on promoting the event.

****Action Items/Issues to Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

a) Publicize the event to the student chapters via social media, Footnotes and email list-servs.

Financial Report Section:

Your budget appropriation (see budget)	a. \$1608
Amount which you have spent so far this year	b. \$1536.91
Your estimated additional expenses this year	c. N/A
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$1536.91
Difference between budgeted amount and total expenses from above (a-d)	e. \$73.09

****Report submitted by:** Nicole LaMoreaux (Chair)

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