

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 5/14/14

****Committee Name:**

NMRT Mentoring Committee

****Supervising Board Member:**

Kari Weaver

****Chair, Co-Chairs, Assistant Chairs:**

Kiyomi Deards, Co-Chair

Susan Maldonado, Co-Chair

****Committee members:**

Anita Riley Dryden, Carolyn Mead Harvey, Margaret A. Howard, Alejandra Nann, Cara Stone

****Activity in Current Reporting Period**

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

Revise online career mentoring application forms

Refine email calls for mentors and mentees

Solicit participants for Career Mentoring Program

Update and post mentor and mentee guidelines

Match Career Mentoring mentors and mentees

Notify matched pairs

Create contact list for Career Mentoring Program participants

Delegate committee liaisons to check on matched pairs periodically

Delegate committee members monthly email duties (check and respond to messages)

Schedule and plan NMRT Mentoring Social for ALA Annual 2014

Update conference mentoring forms

b) Projects in progress but not yet completed:

Solicit participants for Conference Mentoring Program

Match Conference Mentoring mentors and mentees

Notify matched pairs
Create contact list for Conference mentoring pairs
Send letters of appreciation
Set up for Mentoring Social at ALA Annual

****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?):**

none

Financial Report Section:

Your budget appropriation (see budget)	a. \$425
Amount which you have spent so far this year	b. \$421.49
Your estimated additional expenses this year	c. \$0.00
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.\$421.49
Difference between budgeted amount and total expenses from above (a-d)	e. \$3.51

****Report submitted by:**

Susan Maldonado

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