

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** March 3, 2014

****Committee Name:** NMRT Handbook Committee

****Supervising Board Member:** Kirby McCurtis (kirby.mccurtis@gmail.com)

****Chair, Co-Chairs, Assistant Chairs:** Cara B. Stone, chair (cabstone@umail.iu.edu)

****Committee members:**

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****Activity in Current Reporting Period**

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

- Established a timetable for the year
- Drafted all emails/ALA Connect posts for the year (with modifications to be made, as necessary)
- Eliminated hundreds of pages of leftover spam and blocked hundreds of spam-creating accounts
- Created accounts so committee members can update/monitor NMRT Handbook wiki contents
- Established responsibilities for committee members (assigned committee pages to monitor and update) and provided associated contact information (for those committee assignments); all committee members are responsible for updates and spam monitoring for their assigned committees
- Updated all sections of the Handbook as requested by committees/individuals
- Confirmed that the constitution & bylaws are still current via Kirby McCurtis, NMRT Secretary.

a) Projects in progress but not yet completed:

- Continuing to monitor pages for spam
- Continuing to regularly contact committee chairs regarding any changes they would like to have

made to the page content

- The committee chair is creating an easily-shared folder in Google Drive with detailed information regarding the leadership of this committee (to make the next committee chair transition a smooth one). That folder is continuously updated and contains things like:
 - How to gain access to the wiki/how to assign access to the wiki for committee members
 - ALA Drupal training
 - Folders for each month containing ALA Connect message drafts detailing that month's responsibilities (i.e. accessing the wiki, monitoring for spam, contacting committee heads, a basic overview of the year's chronology, etc.)
 - A backup of the text within the NMRT Handbook (should the wiki experience massive spam issues/crashing as before)

****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?):**

- Review previously created social media messages and contact new supervisor about utilizing those within NMRT social media outlets (to promote use of the wiki) (This may be deferred until next year.)

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent so far this year	b. n/a
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

****Report submitted by:** Cara B. Stone, chair

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