

## Committee Final Report

NOTE: \*\* = Required Field

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

**\*\*Date:** April 1, 2014

**\*\*Committee Name:** Midwinter Social Committee

**\*\*Supervising Board Member:** Barbara Lewis

**\*\*Chair, Co-Chairs, Assistant Chairs:** Rachel Jaffe (chair)

**\*\*Committee members:**

Cherise Mead	<a href="mailto:cherise.r.mead@gmail.com">cherise.r.mead@gmail.com</a>
Cheryl Blevens	<a href="mailto:cheryllblevens@frontier.com">cheryllblevens@frontier.com</a>
Holly Boyer	<a href="mailto:hollyanneboyer@gmail.com">hollyanneboyer@gmail.com</a>
Kelly Quaye	<a href="mailto:kcquaye@gmail.com">kcquaye@gmail.com</a>
Hilary Westgate	<a href="mailto:hilary.westgate@gmail.com">hilary.westgate@gmail.com</a>

**\*\*Activity in Current Reporting Period**

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

The Midwinter Social Committee has successfully completed the task of hosting a social/networking event during ALA's Midwinter Meeting in Philadelphia. The event was held on Saturday, January 25, 2014 at the Black Sheep Pub between 5:30 and 7:30 pm. Light appetizers were made available and there was a cash bar.

The event was publicized via Twitter, [Facebook](#) and the ALA Conference Scheduler. \$5 Starbucks cards donated by NMRT President Emily Prather-Rodgers were raffled off as door prizes to attendees.

Turnout was excellent. There were enough appetizers for the first hour and after that the space became very crowded.

The Committee communicated via email and used Google Drive to collect information about possible locations and door prize donors.

The Committee, with the aid of 2012-2013 Chair Tinamarie Vella and the NMRT Executive Board, attempted to secure vendor sponsorship (Mango Languages) but unfortunately it did not work out for this year.

Minor updates were also made to the Committee's [wiki page](#).

**b) Projects in progress but not yet completed:** N/A

**\*\*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?):**

As has been reported in previous years, this event is both well attended and widely advertised. As the popularity and scale of the Social increases, the budget needs to increase to match. The amount budgeted did not cover the food and venue costs; additional funds had to be secured from Networking Director's budget to cover tax and tip.

Attempts were made again this year to secure sponsorship from Mango Languages; however, owing to our tight timeline, this didn't work out. I would recommend that NMRT continue to pursue this relationship, and I would encourage next year's chair to reach out to Mango and other potential sponsors very early in the planning process.

The Committee also ran into red tape regarding door prize donations. For future reference, before potential donors can be contacted or donations made, the ALA Office must be contacted and appropriate paperwork completed.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$358
<b>Amount which you have spent so far this year</b>	b. \$100 (venue) \$250 (food) <hr/> \$350 (total)
<b>Your estimated additional expenses this year</b>	c. \$100 (tax & tip)
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. \$559.70
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. \$201.70

The budget for the 2014 Midwinter Social was \$358. In October 2013, arrangements were made to host the event at the Black Sheep Pub. Working with their manager, it was agreed that \$100 would be put towards the deposit on the room and \$250 towards appetizers. Barbara Lewis, the Committee's supervising board member offered to cover the tax and tip out of her budget; this was expected to be around \$100. The details of our arrangement with the Black Sheep were confirmed again in November and prior to the event in January. However, it seems that there was some confusion or error; the final cost of the event came out to be \$559.70 or approximately

\$100 over budget. As I was unable to attend the event, I can only assume that the Black Sheep mistakenly served an additional \$100 worth of appetizers.

**\*\*Report submitted by:** Rachel Jaffe (chair)

**\*\*Email address:** [jaffer@ucsc.edu](mailto:jaffer@ucsc.edu)