**Instructions for Final Report:**
Simply fill in the blanks below and send the completed Word document to the NMRT Board and Committee Chair group in ALA Connect as an online document and update the master listing. The Archives Committee will proceed from there to make the content available on the Web via the NMRT Archives Database.

*Note:* Please delete all of the above instructions before saving your document and submitting to ALA Connect. Leave only the text below this line.

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**NMRT Board Member Final Report**

1. **Office Name:** NMRT Treasurer

2. **Office Term (Date: Ex. 2005-2006):** 2013-2015

3. **Discuss/summarize your involvement with your committees this year:**
   - Cleaned up the budget of donations that NMRT no longer received.
   - Made budget correction that previous treasurer’s fail to make.
   - Meet the new Assistant Treasurer and started the training process.
   - Cleared up some archiving issues involving physical paper.
   - Stayed out of the Travel grant discussions for I was also on the Scholarship Study Grant Committee.

4. **Based on your year’s experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?**

   The Treasure need to communicate with membership to get the contact info of the board can chairs and not expect it to be automatically transmitted to the board.

5. **What tips or hints do you have that might help your successor carry out the duties of this office?**

   Need to read the final reports of the committee chairs and board members, especially those who have budgets lines.

6. **Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.**

   The treasurer should try to get the Chair and board contact info sooner, so the treasurer could communicate financial matters more efficiently.
7. Date of report: 7/10/14

8. Submitted by: Jonathan Lu