

Committee Progress Report

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

****Date:** April 30, 2007

****Committee Name:** 3M/NMRT Reception Committee

****Supervising Board Member:** Sally Bickley

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

****Committee members:**

Kimberley Bugg
Adam Haigh
Chris Metzger
Shilo Pearson
Emily Rimland

****Activity in Current Reporting Period**

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

Decided on date, time, and theme for the reception. The social will be held on Sunday, June 24, 2007 from 7:30pm-10:30pm. The theme will be "Celebrating our Diamond Year: NMRT Turns 75." The reception will

Committee met at Midwinter.

Committee chair met with Dave Pointon, our liaison at 3M, in person in Chicago on March 1, and also via telephone with Pointon and 3 others from 3M on April 26, to discuss theme, progress, and logistics

Committee has found contact information for approximately half of the past recipients of the 3M/NMRT Grant. Contact has been made with these individuals to ask for their current position, a photo, and any words they may have to share about their career since receiving the award, for inclusion in a slideshow to be shown at the reception.

b) Projects in progress but not yet completed:

Planning for the social is underway. We are working closely with four representatives from 3M.

****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?):**

Finalize publicity and decorations. Prepare Powerpoint slideshow to be shown at reception. Finalize individual assignment for the Social. Work with 3M representative to recognize 3M Professional Grant Award recipients.

Financial Report Section:

Your budget appropriation (see budget)	a. 0***
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

*** Amount from NMRT budget is \$0.00. The costs of the reception will be covered by 3M.

****Report submitted by:** Amanda Bakken, 3M/NMRT Reception Committee Chair

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