Ad Hoc Committee on Guidelines for the 3M/NMRT Social Committee

Committee Progress Report

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

**Date:** February 17, 2008

**Committee Name:** Ad Hoc Committee on Guidelines for the 3M/NMRT Social Committee

**Supervising Board Member:** Nanette Donohue

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

**Committee members:** Amanda Bakken, Catherine Collins, Michelle Millet, Kim Sanders, and Kara Whatley

**Activity in Current Reporting Period**

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

A survey was distributed to former chairs of the 3M/NMRT Social Committee, and that feedback, as well as the existing handbook entry and committee members’ suggestions, was used in the creation of a draft set of guidelines. A first draft of the guidelines was created and distributed among committee members for their input. A copy of notes from 3M was obtained and parts have been incorporated into a revised draft.

b) **Projects in progress but not yet completed:**

The committee offered to present the first draft to the board at the Midwinter Meeting per the Committee Planning Report, but after a discussion with the Vice-President, it was decided that, due to time constraints at Midwinter, the final draft could instead be presented via an online board meeting this spring.
**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?):**

The revised draft will be distributed among committee members for their input before the draft is presented to the board members online for their input. The guidelines will be scheduled for board consideration at the Annual Meeting.

**Financial Report Section:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 0</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 0</td>
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</tbody>
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**Report submitted by:** Catherine Collins, Chair

**Email address:** ccnmrt@yahoo.com