

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 9/13/07

****Committee Name:** Handbook Committee

****Supervising Board Member:** Akeisha Heard

****Chair, Co-Chairs, Assistant Chairs:** Alison Bentley

****Committee members:** Nancy Snyder, Marisa Glaviano, Mandy Havert, Sarah Trowbridge, Jenna Amani, Steve Borrelli

****Activity in Current Reporting Period**

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

- The main outline/organization of the Handbook has been transferred to the NMRT wiki and is ready for content to be added to the empty pages.
- Sections 2 and Sections 6 of the Handbook are complete on the NMRT wiki.
- Updated committee descriptions are complete for 11 committees.

b) Projects in progress but not yet completed:

- Transferring and updating content from Sections 1, 3, 4, and 5.

****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?):**

- Currently the main priorities of the Handbook committee are to update the committee and officer descriptions.
- All content of the current Handbook will be transferred but not all will be updated due to time constraints on committee members and the actions necessary for updates.

For example, Section 2 of the Handbook was never completed on the website. An update to this Section will require the work of the NMRT Board and will have to be put on the agenda.

Financial Report Section: N/A

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

****Report submitted by:** Alison Bentley

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