

## **Committee Progress Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 02/15/08

**\*\*Committee Name:** Annual Program Committee

**\*\*Supervising Board Member:** Anne Robert

**\*\*Chair, Co-Chairs, Assistant Chairs:** Alexis Linoski

**\*\*Committee members:** Jennifer Starkey, Suzi Kaplan, Jodi Shepherd, Kristen Costello, Maria Baroco, Meghan Banach,

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

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

- NMRT Handbook entry completed
- Draft for Committee info for NMRT website done
- Document drafted for podcasting procedures
- Domain acquired for posting the podcasts
- Invitation letter for potential speakers

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

- Actual podcasts for March, April, and May
- Submitting the web page information to the Web Committee

**\*\*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?):**

**Financial Report Section:**

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

**\*\*Report submitted by:** Alexis Linoski

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