

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

****Date:** 2/18/2008

****Committee Name:** NMRT Booth Committee

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

****Chair, Co-Chairs, Assistant Chairs:** Diana Duncan, Kristina Keogh

****Committee members:** Craig Bolton, Suhua Fan, Margaret Gibson, Asher Jackson, Leah Massar Bloom, Allen McGinley, Carla Payne, Sarah Robbins, Courtney Stephens

****Activity in Current Reporting Period**

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

Kim Sanders has cancelled our stand-alone booth

We won't be decorating the booth so I've removed that from our list.

b) Projects in progress but not yet completed:

Assignment of tasks is in progress but we do not yet have a final list of tasks due to the booth change.

****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?):**

I still need to talk to John Chrastka about the booth in the Membership Pavilion with some questions. I need to verify that we can display one easel or two in our area for the 3M winners and the poster of NMRT events.

We still need to update our web page.

I need to contact Quality Books within a couple of months of the conference about shipping our stuff.

We will start sending out communications for basket donations and booth volunteers next month

O/S questions:

Do we have room with this booth to have raffle baskets? We are still doing one for the silent auction?

Are we going to have a laptop for people to sign up immediately for membership? If so, will there also be a way to collect information that we collect with the surveys or do we still need to do surveys?

Financial Report Section:

Your budget appropriation (see budget)	a. 500
Amount which you have spent so far this year	b. 0
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:** Diana Duncan

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