

## **Committee Progress Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 2/14/09

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

**\*\*Supervising Board Member:** Linda Shippert

**\*\*Chair, Co-Chairs, Assistant Chairs:** Chair: Julie Kane, Assistant Chair: Reid Graham

**\*\*Committee members:** Tiffany Bradford, Sara Klink, Abe Korah, Allen McGinley, Megan Ower, Tracy Stout

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

a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):** The Booth Committee wiki has been updated, as has our website.

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

**\*\*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?):** Between now and Annual, we will:

- create flyers of NMRT conference activities in lieu of previous years' poster
- contact Footnotes and the NMRT list to request volunteers to staff the Booth at Annual
- finalize the details for the NMRT badge flags' availability at the Booth

- order an NMRT-themed giveaway to promote NMRT and attract interest (at the moment, we are leaning toward recycled jar openers made from car tires with the NMRT logo and a slogan: “NMRT opens the way to ALA”)

None of this should be deferred until next year: all must be completed in time for Annual to successfully staff and run the Booth.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. 500
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 456
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. 456
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 44

**\*\*Report submitted by:** Julie Kane

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