

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 2/12/2009

****Committee Name:** Marshall Cavendish Award

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

****Chair, Co-Chairs, Assistant Chairs:** Laura Carscaddon

****Committee members:**

Inger Krueger
Todd Grooten
Robert Perret
Li Zhang
Marcy Strong
Thom Shelton

****Activity in Current Reporting Period**

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

Web page updated with current committee members.

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

Development of a form for award application submissions

****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?):**

Remaining items: Marketing of the award, review of applications & decision, notification of those selected.

Financial Report Section:

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

****Report submitted by:** Laura Carscaddon

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