

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** August 27, 2009

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

**\*\*Supervising Board Member:** Amy Harmon

**\*\*Chair, Co-Chairs, Assistant Chairs:** Jill Abood

**\*\*Committee members:**

Alyse Ergood [aergood@fau.edu](mailto:aergood@fau.edu)

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**\*\*Committee Charge:**

To develop a program for the Annual Conference.

**\*\*Project Description / Goals:**

The goal of our committee will be to provide an online presence for NMRT (and its members) in respect to the ALA Annual Conference. We are hoping to have this be a website that can be accessed before, during, and after the conference.

**\*\*Specific Objectives (numbers, tangible end-products):**

I believe that this coming year, with the number of members on the committee, we will be able to accomplish all that we wanted to do (but couldn't) this past year. However, while we did not have an online presence this past year, the photos we took may be used to create content for our new website.

**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.

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:**

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

**h. Vendor support received:** (From the above list, what if any, has been received?)

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):**

We may need assistance once we have a plan in regards to developing our website.

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

I am hoping that many members of my committee will be attending Annual to help collect content for our website, etc.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

We will probably post to discussion lists (including NMRT) asking for people to submit content and volunteer to be interviewed for our website.

**\*\*Report submitted by:** Jill Abood

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