

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** August 19, 2009

****Committee Name:** Web Committee

****Supervising Board Member:** Emily Love

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

Vincci Kwong, Chair

Dongqing Xie, Assistant Chair

****Committee members:**

Amy Harris (A_HARRI2 @ uncg.edu), Roving Liaison

Coral Hess (coral.hess @ gmail.com)

Jennifer Mincey (jfhand @ uncg.edu)

Kristen Allen (estelle.chauvelin @ gmail.com), Leadership Director Liaison

Kerry Keega (kerryannekeegan @ gmail.com)

Mary Jo Chrabasz (MJChrabasz @ gmail.com)

****Committee Charge:**

Manages the entire NMRT Website.

****Project Description / Goals:**

Link checking for the NMRT website

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

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

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

N/A

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

N/A

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

N/A

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):

N/A

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

N/A

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

N/A

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