

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted:** Final Report

****Date:** January 22, 2009

****Committee Name:** Handbook

****Supervising Board Member:** Akeisha Heard/Maureen Barry

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

****Committee members:** Damon Campbell, Beth Dalton, Jennifer Dawson, Eamon Tewell

****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

Every section of the handbook was updated and transferred to the NMRT Wiki. New content was added including important documents and defunct committees.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

The handbook on the wiki needs to be reviewed for consistency and the old handbook, currently on the web site will need to be taken down.

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent this year	b. 0
Difference between budgeted amount and amount spent (a-b)	c. 0

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