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:

<table>
<thead>
<tr>
<th>Your budget appropriation (see budget)</th>
<th>a. 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount which you have spent this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and amount spent (a-b)</td>
<td>c. 0</td>
</tr>
</tbody>
</table>

**Report submitted by: Laura Kortz

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