Committee Progress Report

NOTE: ** = Required Field

**Type of report being submitted: Committee Progress Report

**Date: 8-10-09

**Committee Name: Handbook Committee

**Supervising Board Member: Maureen Barry / Amanda Ros

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

**Committee members:
Rachel Jorgensen: rajorgen@nmu.edu
Nicole Hershberger: nicole.hershberger@gmail.com
Rebecca Miller: rebeccakate.miller@gmail.com
Kari Weaver: kari.weaver@wartburg.edu

**Activity in Current Reporting Period
   a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**
- Remove references to defunct committees in current committee entries
- Standardize formatting on wiki entries for the handbook
- Add current board names to the roster on the wiki
- Confirm Division of Officer Responsibilities document's accuracy
- Add entry for the Annual Program Committee

   b) **Projects in progress but not yet completed:**
- Introduction of links to handbook wiki to replace handbook content on ala.org website
- Addition of documents referenced by handbook entries
- Update the History section of the NMRT wiki

**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?):

Once all chairs have been contacted and their entries verified, we'll be set to use links on the ALA site to point to the wiki. Some handbook entries already use the links, but not all.

Addition of documents is still being investigated, as not all documents need to be accessible to everyone on the internet depending on the sensitivity of the document.

History is in progress.

Financial Report Section:

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

**Report submitted by: Damon Campbell

**Email address: dcampb23@utk.edu