

NMRT Board Member Planning Report

1. Office Name: Treasurer

2. Office Term (Date: Ex. 2005-2006): 2009-2011

3. How do you plan to help committees address the four NMRT goals? (If it does not apply, put N/A.)

The Treasurer does not supervise any committees, but provides financial information to all committees and board members by participating in the Board Members and Committee Chair orientations, answering budget and financial questions, and tracking expenses as reported by chairs and board members on both direct and reimbursed expenses.

In addition to providing financial advice and assistance to this year's committees, I will draft a budget that will help 2011-2012 committees reach their goals.

I have made arrangements with ALA Conference Services and Experient for an NMRT hotel block at the 2011 Midwinter Meeting in San Diego, CA. I will make similar arrangements for the 2011 Annual Conference in New Orleans, LA.

This year I will also work with the Assistant Treasurer in order to prepare her to take over the Treasurer's responsibilities next year.

4. How do you plan to create a positive committee experience? What type of support do you plan to provide to chairs and committee members, and how often do you plan to provide such support?

Committee chairs and board members will be contacted at least three times during the year.

1. I will be in touch with chairs and board members shortly to give those that have a budget the reimbursement procedures and check request form and remind them to report all expenses in a timely manner (2 weeks) to Kim and myself
2. I will solicit input for the 2011-2012 budget prior to the Midwinter meeting.
3. I will send reminders of reimbursement procedures prior to and after ALA conference, as well as at the end of the fiscal year which closes, August 31..

As needed, they may be contacted in budgetary matters relating to their committee, board position or the NMRT budget in general.

5. What future directions do you see your office or NMRT needing to take this year or the following year? What kind of strategies do you envision for addressing projects that affect committees outside of your supervision?

Last year I served on the Budget Task Force to investigate past expense history and help identify possible funding or revenue sources. Now that we have gone a complete year of tracking expenses, I will look at our expenses for 209-2010 and propose a revised budget at Midwinter with input from Chairs and Board Members.

6. Date of report: Sept. 9, 2010

7. Submitted by: Nancy Gibson