

## **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 09/12/11

**\*\*Committee Name:** Annual Program Committee

**\*\*Supervising Board Member:** Megan Hodge

**\*\*Chair, Co-Chairs, Assistant Chairs:** Bohyun Kim and Ava Iuliano, Co-chairs

**\*\*Committee members:** Alyse Ergood, Breanne Kirsch, Christy Shorey, and Jared Harmon.

**\*\*Committee Charge:** “To plan, coordinate, and deliver an online program to coincide with the Annual Conference as charged by the NMRT President.” ~NMRT Annual Program Committee Wiki

**\*\*Project Description / Goals:** This year, the Annual Program Committee will focus on developing an online program in conjunction with LLAMA to encourage and foster relationships between NMRT members and LLAMA members. More details are to be determined later.

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

1. To create and manage one online event that will foster relationships between NMRT and other ALA groups
2. To promote the programming by online means

**Financial Report Section:**

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

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

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

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

**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):**

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

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

The Annual Program Committee will post to discussion lists (both within and outside of ALA) as a means of publicity. The Committee will also use ALA Connect were possible.

**\*\*Report submitted by:** Ava Iuliano and Bohyun Kim

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