Committee Progress Report

Type of report being submitted: Committee Progress Report

Date: February 17, 2011

Committee Name: NMRT Handbook Committee

Supervising Board Member: Janel White

Chair, Co-Chairs, Assistant Chairs: Rebecca K. Miller

Committee members:

Sarah Haight
Rachel Jorgensen
Bill McMillin
Michelle Mehlhaff
Amy Neeser
Virginia Ann Pierce
Kari Weaver

Activity in Current Reporting Period
  a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

During this report period, committee members have worked hard to completely review and update Sections 1 (About NMRT, including an expanded review and rewriting of the History section), 2 (Policies, Procedures, Guidelines, and Forms) and 3 (Board Members and Timetables of Activities) of the NMRT Handbook.

  b) Projects in progress but not yet completed:

Projects currently in progress include the systematic review and update of Section 4: Committees of the New Members Round Table. Each committee member has been assigned 3-4 committees and is currently in the process of checking with each chair to determine changes needed in committee entries, and then making those changes.

Additionally, a second review of the Board Member responsibilities and timetables is currently underway. The Division of Responsibilities page needs to be checked against the updated Officer pages, just to make sure that the information aligns.
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?):

On the planning report, there are two items that still need to be addressed during the current Handbook Committee’s term of service:

- Adding a section in the Handbook for ad hoc committees (on hold since March 2010)
- Assessing the system used to update the Handbook. Specifically, I would like to survey Handbook Committee members, Board Members, and Committee Chairs to see what improvements could be made in the way the Handbook Committee currently functions (i.e., are we updating the right pieces at the right time? What would be most helpful?)

Financial Report Section:

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

Report submitted by:  Rebecca K. Miller, NMRT Handbook Committee Chair

Email address:  rebeccakate.miller@gmail.com