

## **Committee Progress Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 2/21/12

**\*\*Committee Name:** NMRT Awards Reception Committee

**\*\*Supervising Board Member:** Julie Kane

**\*\*Chair, Co-Chairs, Assistant Chairs:** Chair-Rachel Besara, Assistant-Chair-Cheryl Lee

**\*\*Committee members:** Julie Teglovic, Kristin Jacobson, Leigh Rifenburg, Margaret Gregor, Melissa Cardenas-Dow

### **\*\*Activity in Current Reporting Period**

#### **a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**

The committee had a non-mandatory, informal in-person meeting in Dallas at Midwinter.

#### **b) Projects in progress but not yet completed:**

The reception

### **\*\*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?):**

We are awaiting the booking of the room for the reception, which we have been informed will happen in May. We will then choose the food for the reception and generate promotional materials that will be sent out through the normal promotions channels via the NMRT secretary.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$1500
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 0

**\*\*Report submitted by:** Rachel Besara

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