

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Final Report

****Date:** 8/20/12

****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

****Goals, Objectives & Tips:**

The committee held an informal meeting at Midwinter to talk about tasks and how they should be completed, the notes of which were then posted on Connect for those who could not attend. Further discussions were held as the work progressed on ALA connect to plan and finalize the plans for the reception. One helpful tip – the Kimberly Sanders, the staff liaison, is an incredibly helpful resource for planning refreshments for the event – she knows about budget stretching menu options that might not be listed in the official menu, consult with her early on and you will have a better reception.

Projects completed:

A successful NMRT Awards Reception at ALA 2012 at Anaheim attended by 38 people.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.** There are no issues/action items to be resolved.

Financial Report Section:

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| Your budget appropriation (see budget) | a. \$1500 |
| Amount which you have spent this year | b. \$1,495 |
| Difference between budgeted amount and amount spent (a-b) | c. \$5 |

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

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