

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** February 20, 2012

****Committee Name:** President's Program Planning Committee

****Supervising Board Member:** Linda Crook

****Chair, Co-Chairs, Assistant Chairs:** Beth Overhauser

****Committee members:** Kirby McCurtis, Denise Gehring, Li Zhang, Tinamarie Vella

****Activity in Current Reporting Period**

a) **Projects completed:**

Since November, our committee finalized our plans for the President's Program at Annual. We solicited speakers from NMRT-L, and around Midwinter we selected five speakers who will give Petcha-Kutcha style presentations. Selected speakers were notified. We followed up on scheduling and equipment requests, confirming that we'll have a projector, screen, and microphone.

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

We have had some trouble securing a more experienced librarian to speak about being part of a hiring committee, so the chair is currently contacting individuals about filling this role. (Listserv requests were not effective; our program can be modified easily if no one is available.) Speaker letters will be collected in the next few weeks. Other committee members are working on marketing plans for the months leading up to Annual.

****Action Items/Issues To Be Resolved:**

Our action items are noted above in item 1b. We are just finishing up the details to make sure we have a successful program.

Financial Report Section:

Your budget appropriation (see budget)	a. 800
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 800
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.
Difference between budgeted amount and total expenses from above (a-d)	e.

Note: I am waiting to hear back about the cost of our equipment needs at ALA Annual. I anticipate that our entire budget will be spent on these arrangements, but I've been unable to get exact figures yet.

****Report submitted by:** Beth Overhauser

****Email address:** overhaue@ipfw.edu