Committee Planning Report
NOTE: ** = Required Field

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

**Date:**
September 20, 2012

**Committee Name:**
Membership Pavilion

**Supervising Board Member:**
Barbara Lewis

**Chair, Co-Chairs, Assistant Chairs:**
Kelly Quaye (Co-Chair), Denise Gehring (Co-Chair)

**Committee members:**
Denise Gehring, Kelly Quaye, Amelia Menon, Kathleen Monks

**Committee Charge:**
The NMRT Membership Pavilion Committee provides support in the ALA Membership Pavilion, coordinating primarily with the Orientations Committee to provide information about NMRT membership and NMRT activities at ALA Conferences.

**Project Description / Goals:**
- Update Membership Pavilion web page (October)
- Select and order promotional items for ALA Annual (Winter)
- Submit a progress report on ALA Connect (February)
- Work with the Orientations committee to coordinate the compilation of handout materials for the Membership Pavilion (March)
- Confirm Membership Pavilion display for Annual Conference (May)
- Visit the NMRT Membership Pavilion regularly throughout the conference to check on the supply of materials (Annual/June)
- Submit a final report on ALA Connect (July)
- Update Handbook entry for Membership Pavilion (July)
**Specific Objectives (numbers, tangible end-products):**

Provide a one-stop shop at ALA Annual where attendees can learn about the value of an NMRT membership by selecting various handouts and promotional materials.

**Financial Report Section:**

<table>
<thead>
<tr>
<th>Table: Financial Report Section</th>
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<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
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<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
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<td>Difference between budgeted amount and total expenses from above (a-d)</td>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

N/A

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

N/A

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

N/A

**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):

N/A

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

N/A

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

N/A

**Report submitted by:** Denise Gehring and Kelly Quaye

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