**Committee Progress Report**

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2/25/2015

Annual Conference Professional Development Award Committee

**Supervising Board Member:** Kate Kosturski

**Chair:** Leah Plocharczyk

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| **Committee members:**  Margaret Driscoll | mdriscoll@library.ucsb.edu |
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| Leah Plocharczyk, Chair | lplochar@fau.edu |

**Activity in Current Reporting Period**

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

The Annual Conference Professional Development Attendance Award committee recently held two meetings in January and February. At our last meeting we approved our final draft of the press release to be disseminated and we approved our online scoring rubric for rating the essay submissions. We created a Google spreadsheet that will enable us to review all essay submissions as they arrive. The Chair of the committee will ask the NMRT web committee to post our press release on March 2. Award applications are due April 16, 2015. Winners will be notified by May 7, 2015.

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

The committee has a spreadsheet of ALA accredited programs and is in the process of checking the accuracy of the email contacts for the various graduate schools and ALA student chapter presidents. We plan to send our press release to these contacts. The Committee will continue to promote the award and receive applications. Other tasks include organizing the essay submissions into our spreadsheet/grid, reviewing the submissions and scoring them, selecting winners, notifying winners, and announcing winners on the NMRT listserv. Those applicants who were not chosen will be notified too.

**\*\*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?):** N/A

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| **Financial Report Section: Your budget appropriation (see budget)** | a. $200 |
| **Amount which you have spent so far this year** | b. $0 |
| **Your estimated additional expenses this year** | c. $0 |
| **Total of amount spent and additional "estimated" expenses for this year (b+c)** | d.$0 |
| **Difference between budgeted amount and total expenses from above (a-d)** | e. $200 |