NMRT Board Member Final Report

1. **Office Name:** Treasurer

2. **Office Term (Date: Ex. 2005-2006):** 2016-2017

3. **Discuss/summarize your involvement with your committees this year:**

At the beginning of the fiscal year, Lesley and I sent budget information to all committee chairs. I have also corresponded with chairs about appropriate account numbers for billing/reimbursement and committee expenses generally. Reminders were sent out for the reimbursement deadline for Annual Conference expenses. The treasurer will provide assistance to 2016-2017 committees through the end of the ALA fiscal year, August 31, 2017.

4. **Based on your year’s experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?**

Help NMRT do some strategic planning to ensure we are spending according to our priorities. Consider other revenue generating ventures besides the President's Program. Maintain a good relationship with our sponsors.

5. **What tips or hints do you have that might help your successor carry out the duties of this office?**

Some valuable resources for historical and financial information are the ALA staff liaison, the past NMRT president, and the Budget Analysis and Review Committee (BARC).

Email from the nmrt.treasurer gmail account as much as possible to retain history. Keep up committee name and FY Budget tagging.

6. **Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled**
by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

In addition, to reminding committee chairs/Executive Board members that the Treasurer needs to be included in any correspondence regarding money, the Treasurer should check in with committees that have higher budget amounts to ensure they are on track and avoid expenses that cannot be reimbursed. This may mean regularly checking in as this has been forgotten even by those on the Executive Board. There have been instances where a committee may attempt a last minute purchase for the conference. These should be avoided. Talk with Executive Board members and Committee Chairs about taking care of things in as timely a manner as possible. Continue to guide the President's Program Committee toward increasing the net revenue of the event.

7. Date of report: July 16, 2017

8. Submitted by: Easter DiGangi