**Instructions for Planning Report:**
Simply fill in the blanks below and post the completed Word document to to the NMRT Board and Committee Chair group in ALA Connect as an online document and update the master listing. The Archives Committee will proceed from there to make the content available on the Web via the NMRT Archives Database.

**Note:** Please delete all of the above instructions before saving your document and submitting to the ALA Connect. Leave only the text below this line.

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**Committee Planning Report**
NOTE: ** = Required Field

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

**Date:** 9/14/2017

**Committee Name:** Communications Committee

**Supervising Board Member:** Julia Frankosky; frankosk@mail.lib.msu.edu

**Chair, Co-Chairs, Assistant Chairs:** Jennifer Wilhelm; jenwilhelm09@gmail.com

**Committee members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zachary (Chance) Medlin</td>
<td><a href="mailto:zmedzo@gmail.com">zmedzo@gmail.com</a></td>
</tr>
<tr>
<td>Leigh Milligan</td>
<td><a href="mailto:leigh.milligan@gmail.com">leigh.milligan@gmail.com</a></td>
</tr>
<tr>
<td>Alexandria Chisholm</td>
<td><a href="mailto:alexandria.chisholm@gmail.com">alexandria.chisholm@gmail.com</a></td>
</tr>
<tr>
<td>Anna Streight</td>
<td><a href="mailto:streight@email.arizona.edu">streight@email.arizona.edu</a></td>
</tr>
</tbody>
</table>

**Committee Charge:** The purpose of the Communications Committee is to solicit and produce content for the NMRT Blog [http://www.nmrt.ala.org/notes/]

**Project Description / Goals:** The Communications Committee strives to solicit and produce content 1 blog post a week (no less than 1 per month).
**Specific Objectives (numbers, tangible end-products):**

1. Continue the ‘Alternative Voices’ series in collaboration with the MPDR Committee; at least 1 post/quarter
2. Continue the ‘Meet your Board Member’ series; at least 1 post/quarter
3. Continue the ‘NMRT Member of the Week’ series; at least 2 posts/quarter
4. Update the Blog’s ‘About’ & ‘Find a Job Resources Page’ sections
5. Update/correct Communication Committee handbook entry

<table>
<thead>
<tr>
<th>Financial Report Section:</th>
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</thead>
<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. N/A</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. N/A</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. N/A</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. N/A</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. N/A</td>
</tr>
</tbody>
</table>

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)

Assistance from Handbook Committee in updating our entry; assistance from Secretary in posting our blog posts

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.):**
We will be recruiting posts through NMRT social media, including Facebook and Twitter. Calls for blog entries will also go out through NMRT-L.

**Report submitted by:** Jennifer Wilhelm

**Email address:** jenwilhelm09@gmail.com