

**** Instructions for Planning Report:**

Simply fill in the blanks below and post the completed Word document 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 ALA Connect. Leave only the text **below** this line.

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 3/2/2018

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

****Supervising Board Member:** Mandi Goodsett

****Chair, Co-Chairs, Assistant Chairs:** Dani Brecher Cook, Madison Sullivan

****Committee members:** Claudia Guidi, Brianna Hoffman, Minhao Jiang, Evan Meszaros

****Activity in Current Reporting Period**

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

Confirmed time, description, and date for President's Program. Sent out call for speakers, selected and contacted speakers.

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

Final agenda for the President's Program. Marketing of the program.

****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?):**

Please see above.

Financial Report Section:

Your budget appropriation (see budget)	a. 2650
Amount which you have spent so far this year	b. ?
Your estimated additional expenses this year	c. 2650
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. 0

****Report submitted by:** Dani Brecher Cook

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