

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 2/7/19

****Committee Name:** NMRT Endnotes Committee

****Supervising Board Member:** Julia Frankosky

****Chair, Co-Chairs, Assistant Chairs:** Leah Plocharczyk & Tammy Ivins

****Committee members:**

Alexander Deeke	
Denise FitzGerald Quintel	
Rachel Marie Doose	
Zachery Chance Medlin	

****Activity in Current Reporting Period**

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

- Revision of our peer-review process, including
 - Creating a peer-review training for our committee members
 - Revising the peer-review feedback form (to provide more guidance to the reviewer)
 - Converting the peer-review feedback form to a google form
 - Hold committee-wide meeting to get feedback on the new training & feedback form
- Solicit articles for peer-review
- *Endnotes* webinar

b) Projects in progress but not yet completed:

- Migrate *Endnotes* to the new OJS platform
 - Remain in contact for ALA publishing about the design and set-up
 - Establish & document the new 'publication' process for future chairs

- Soliciting more book & website reviews
 - Including revising the submission process to make it simpler

- Continue processing article submissions
 - Peer-review articles (three articles have been reviewed so far, all three sent back for revisions)
 - Format accepted reviews / articles and submit for publication

****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

Financial Report Section:

Your budget appropriation (see budget)	a. \$3,487.36
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. <ul style="list-style-type: none"> ● \$2,000 set up (one-time) ● \$252 for 6 articles (\$42 per article) ● \$45.36 project management fee ● \$1,200 hosting fee
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. 0

****Report submitted by:** Tammy Ivins & Leah Plocharczyk

****Email address:** lplochar@fau.edu ; tammyivins@gmail.com