

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** September 7, 2011

**\*\*Committee Name:** NMRT Vice Presidential Planning Committee

**\*\*Supervising Board Member:** Janel White, NMRT Vice President

**\*\*Chair, Co-Chairs, Assistant Chairs:** Easter DiGangi

**\*\*Committee members:** Reed Strege, Ginaya Willoughby

**\*\*Committee Charge:**

To assist the current Vice President with his or her projects during his or her term. This includes assisting with the planning of the Presidential Program for the subsequent year” (NMRT VP Planning Cmte website).

**\*\*Project Description / Goals:**

- Brainstorm ideas for the president’s program.
- Update the NMRT VP Planning committee website.
- Revise the committee volunteer form.
- Assist the Vice president in her projects as needed.

**\*\*Specific Objectives (numbers, tangible end-products):**

- Compile a summary of ideas brainstormed for the president’s program.
- Provide an up to date website for the NMRT VP Planning committee.
- Review committee volunteer questions and move the current HTML form into a Google form.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$200.30
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. 0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 0

**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):**

N/A

**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.):**

N/A

**\*\*Report submitted by:** Easter DiGangi

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