

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** August 30, 2009

****Committee Name:** Footnotes

****Supervising Board Member:** Emily Love, Member Services Director

****Chair, Co-Chairs, Assistant Chairs:**

Chair: Holly Wilson

Assistant Chair: Sarah Jo Neubauer

****Committee members:**

Wendy Girven

Hailey Mooney

Mary Jo Chrabasz

Cesar Garza

Calida Barboza

Rekesha Spellman

Nancy Eagan

Leo Lo

Erika Kwasnik

Molly Kelly

David Kupas

Bethany Wilkes

****Committee Charge:**

To solicit, collect, edit and lay out stories for four issues of *Footnotes* (all electronic)

****Project Description / Goals:**

To solicit relevant articles from the NMRT membership and continue the regular features (Job Talk Column, Headliners, Board/Member Profiles)

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

Following the release of the August 2009 issue, test and migrate committee activities from yahoo group to ALA Connect.

Get training for Assistant Editor on using Collage and work together to ensure a smooth transition.

Financial Report Section:

Your budget appropriation (see budget)	a. \$425
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
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. \$425

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): Occasional assistance with Collage troubleshooting, as needed.

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.): NMRT-L to solicit articles and to announce new issues.

****Report submitted by:** Holly Wilson, Chair

****Email address:** hollychrome@yahoo.com