

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** February 25, 2013

****Committee Name:** Orientation Committee

****Supervising Board Member:**

Barbara Lewis, Networking Director

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

Andrea Mullarkey

****Committee members:**

Beth Canzoneli, Laura Clark, Adrith Bicchieri

****Activity in Current Reporting Period**

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

Successful Orientation held at Midwinter with around 75 people attending.

b) Projects in progress but not yet completed:

We are working on the next Orientation. Based on feedback from the evaluations we received we will have more time for the Round Table and Division representatives.

****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?):**

More than one evaluation suggested a different time slot and I wonder if that is possible. I will pass the information along to next year's chair and perhaps she can request a different time slot. Although budget is always a concern for NMRT perhaps more can be allocated to the Orientation Committee next year. Refreshments were very much appreciated and while we have

the budget currently for both conferences to have coffee and tea, “ice breaker” prizes had to be significantly reduced.

Financial Report Section:

Your budget appropriation (see budget)	a. 300
Amount which you have spent so far this year	b. 180
Your estimated additional expenses this year	c. 120
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 300
Difference between budgeted amount and total expenses from above (a-d)	e. 0

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