

Committee Final Report

NOTE: ** = Required Field

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

****Date:** July 1, 2009

****Committee Name:** NMRT Orientation Committee

****Supervising Board Member:** Linda Crook, Networking Director

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

Laurie McHenry, Chair (mchenry@law.und.edu)

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****Committee members:**

Stacey Devine (stacey-devine@northwestern.edu)

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****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

The committee planned and hosted a well-attended Conference Orientation program on Saturday morning, January 24, at the ALA Midwinter Meeting in Denver. There were 60 attendees, including some representatives from ALA Divisions and Roundtables.

The committee has plans in place for both the Friday afternoon July 10, Conference 101 and the Saturday morning July 11, Conference Orientation sessions at the ALA Annual Conference.

There is an NMRT Facebook Group and NMRT President Elect, Courtney Young, created an “Event” in Facebook for each Annual program, which she sent to all members of the group.

Changes to the NMRT Handbook were resubmitted to the Handbook Committee during the 2007-2008 term. These handbook changes were two years old when finally adopted. It is recommended that the handbook be reviewed again to provide greater accuracy.

The Committee arranged for 500 new EBSCO bags before the Midwinter Meeting. It has worked out well to set up a literature table at our programs and allow people to take the literature they are interested in, rather than stuffing all the bags with all literature prior to the orientation programs.

The Committee met virtually via a Meebo chat room. This worked well and it is recommended to continue meeting online in this way between ALA conferences. If it is not possible to carve out time at the conference for a face-to-face meeting, then meeting virtually is well worth the effort.

The major discussion throughout the year has been focused on whether having representatives of the divisions and roundtables is worth the effort. It is time consuming to find representatives to attend, and the attendees rarely take the time to meet with the representatives following the program.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

There is still confusion regarding the Friday afternoon Conference 101 and the Saturday morning Conference Orientation sessions at Annual; are they intended to be distinctly different? Both the Wiki and the Conference Program descriptions provide identical descriptions of these programs. This was confirmed by the comments on the evaluations. Should they be the same?

There is confusion about the budget. The committee currently has Estimated Programming and Promotional Expenses in the budget of \$600. The EBSCO bags are a separate line item of money in and money out as they are technically donated. The same is true for “Sirsi Midwinter and Annual Orientation pens”: \$150. Then there is a line of Anticipated Operating Expense of \$337.65 and this appears to be shared between Networking, Orientation and Local Arrangements. It is believed that money is spent out of our account for the room rental for our programs and the copying expenses for our programs provided by the ALA office. (Perhaps shipping the trunk to conference(s), as well.) We do not see these expenses, so we do not know. It is recommended that if we are to submit a budget, we also need to know what debits are incurred against the budget that the Committee Members do not personally incur.

It is believed that in the past we have offered a free NMRT Membership (value \$10.00) to the winner of our Icebreaker at Saturday’s Orientation Program, and we will be doing so at Annual 2009.

Financial Report Section:

Your budget appropriation (see budget)	a. 600.00
Amount which you have spent this year	b. 0.00
Difference between budgeted amount and amount spent (a-b)	c. 600.00

****Report submitted by:** Laurie McHenry, Chair

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