

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** May 14, 2014

****Committee Name:** Alumni & Friends Committee

****Supervising Board Member:** Janel Kinlaw, NMRT Past President

****Chair, Co-Chairs, Assistant Chairs:** Melissa Cardenas-Dow

****Committee members:** Kristen Hylton, Michelle Donlin

****Activity in Current Reporting Period**

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

1. Developed draft of member survey questions.

b) **Projects in progress but not yet completed:**

1. Draft new language for changes in bylaws to allow alumni and friends of NMRT to participate in A&F Committee; language needs to be placed in voting ballot in 2014-2015.

2. Draft entries into the NMRT wiki for the the A&F Committee, including committee mission, charge, and calendar.

3. Develop outreach/marketing charges and activities to engage NMRT alumni and friends.

****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?):**

1. Deployment of A&F member survey.

2. Deployment of outreach and marketing strategies and activities.

Financial Report Section:

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

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