

Committee Progress Report

Type of report being submitted: Committee Progress Report

Date: 2/17/2011

Committee Name: Marshall Cavendish Award

Supervising Board Member: Amy Harmon

Chair, Co-Chairs, Assistant Chairs: Alexandra Tyle-Annen

Committee members:

Susan Chandler
Maureen Cropper
Elizabeth Downey
Sarah Northam
Tyler Williams

Activity in Current Reporting Period

- a) **Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):** Deadline Dates and Press Release

- b) **Projects in progress but not yet completed:** Promoting award and seeking applications; selecting winners

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?):

Financial Report Section:

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

Report submitted by: Alexandra Tyle-Annen

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