

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** 9/11/2012

**\*\*Committee Name:** Annual Conference Professional Development Award Committee

**\*\*Supervising Board Member:** Megan Hodge

**\*\*Chair, Co-Chairs, Assistant Chairs:** Maureen Cropper

**\*\*Committee members:**

Adrith Bicchieri	<a href="mailto:adrith@crackedfilter.com">adrith@crackedfilter.com</a>
Alyssa Briggs	<a href="mailto:alyssa.l.briggs@gmail.com">alyssa.l.briggs@gmail.com</a>
Anne Larrivee	<a href="mailto:Larrivee@binghamton.edu">Larrivee@binghamton.edu</a>
Arlene Lutenegger	<a href="mailto:dalutenegger@comcast.net">dalutenegger@comcast.net</a>
Margaret Howard	<a href="mailto:mhoward710@gmail.com">mhoward710@gmail.com</a>
Maureen Cropper, chair	<a href="mailto:maureen164@gmail.com">maureen164@gmail.com</a>

**\*\*Committee Charge:** Choose two recipients of the Annual Conference Professional Development Attendance Award and provide each winner with one ticket to the event of their choice (\$100 value or less) at the Annual conference.

**\*\*Project Description / Goals:** See Committee Charge

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

- Work with the NMRT Web Committee to update information on the Annual Conference Professional Development Attendance Award Committee's web page (August/September)
- Discuss press release/publicity tasks via e-mail or ALA Connect (October/November)
- Advertise the award/solicit applications (March-May)
- Review applications and choose winners (May)
- Notify the award winners and those were not selected and announce winners on appropriate listservs (May/June)

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. 200
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. 0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. 0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. 200

**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.):**

The committee will work with the NMRT Web Committee to update the web page as needed

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

No on-site conference volunteers will be needed.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

The committee plans to advertise the award on the NMRT discussion listserv and other appropriate lists to which the members subscribe and on the committee's web site. Additional locations or methods for posting the announcement may also be used.

**\*\*Report submitted by:** Maureen Cropper

**\*\*Email address:** [maureen164@gmail.com](mailto:maureen164@gmail.com)