# **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date: October 1, 2019**

**\*\*Committee Name:** Vice Presidential Planning Committee

**\*\*Supervising Board Member:** Jen Wilhelm

**\*\*Chair, Co-Chairs, Assistant Chairs:** Regina Bouley Sweeten

**\*\*Committee members:** Ruth Monnier, Perri Moreno, Kathryn (KC) New

**\*\*Committee Charge:** This committee is charged with assisting the current Vice-President with his or her projects and needs during his or her term. This includes assisting with the planning of the Presidential Program for the subsequent year and selecting the Emerging Leader.

**\*\*Project Description / Goals:** Select NMRT’s 2020 Emerging Leader. Assist the Vice

President as needed, such as putting on a pre-conference event. Begin planning the presidential program for 2021.

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

**Financial Report Section:**

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

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** None.

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

**h. Vendor support received:** (From the above list, what if any, has been received?)

**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):** May need help creating a web form for pre-conference attendees to sign up for event.

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

Committee members will be in charge of event on-site. We will need assistance from tech volunteers to make sure all A/V is set up properly. If there is an accessibility contact, it may be helpful to make sure space meets all attendee needs.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):** We will need a post on NMRT Notes about the chosen Emerging Leader candidate and for announcing the pre-conference.

**\*\*Report submitted by:** Regina Bouley Sweeten

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