

President-Elect – Report #2
First Quarter : Dec. 4, 2009

Since conference I have:

- Received the box of materials for President-Elect from Laurie McHenry and reviewed the contents
- Seen thank you notes were sent to local merchants who donated items for the auction
- Reviewed the billing from Days Inn for discrepancies
- Exchanged emails with Laurie McHenry and Sandi Bates (local arrangements) regarding preliminary arrangements for 2010 conference
- Participated with Budget Committee in preparing budget to present for the coming year
- Verified my institution will support my board activities for NDLA so no personal budget request needed
- Brainstormed ideas for 2010 conference

Very basic / very preliminary conference budget:

Anticipated income	
Registration (200 x \$100.)	\$ 20000.
Exhibitors	\$ 8000.
Total	\$ 28000.

Anticipated expenses	
Alerus Center	\$ 3864.69
Meals & Catering	\$ 14000.00
Speaker Expenses	\$ 12000.00
Awards & Gifts	\$ 665.00
Miscellaneous	\$ 4900.00
Total	\$ 35429.69

Respectfully submitted,

Rita Ennen
NDLA President-Elect