

Preliminary Programming Plan & Budget

Prepared by: Your Name Here
June 24, 2005

	Day	Event/Presenter(s)	Notes
August	18	New member Reception	
	23	Luncheon Technology 101 <i>The RIM move to the E-world.</i>	7/10 follow-up: Bio, summary, pic. - Projector needed
September	27	Luncheon Author, Nikki Swartz <i>Executives Praise SOX but seek changes</i>	Contact made Panel with Bill Smith and other suggested speakers OR individual speaker
October	25	Workshop (AM or PM?) Mr. Harry Dent Former President, Quaker Oats Ready to Eat Cereal Business <i>Using information as strategic corporate assets to win!</i>	Travel expense only: airfare and possibly 1 night stay
November	22	Luncheon "Don't Hire a Records Manager!" Kenneth Megill, CRM, CA, Ph.D. Don Rainey Charlie Montague	
December	??	Holiday event?	
January	24	Luncheon Imaging Systems (IT Sponsorship outreach) "Avoiding the Perils of Imaging System Implementations" Michael Adler, CDIA	- Suggested by membership - Initial contact 6/24
February	28	Workshop / Career Development The Art of Networking (speaker) Held at hotel, practice in lounge following.	
March	28	Luncheon Compliance Update <i>- partnership with legal audience</i> OR - Privacy Topic	
April	25	Annual Seminar	

(continued)

May	23	Luncheon Records Management Implementation on a Shoestring OR Document Destruction	
June	27	Pat Miller, Lucent Technologies	

Proposed Budget

PROGRAMS	04 / 05	Proposed	Notes
Audio/Visual	-	-	
Comps	-	-	
Door Prizes	500.00	500.00	
Food Service	8,100.00	7,200.00	(45 at 8 meetings @\$20) potentially \$900 reduction if additional workshop is realized
Speaker Gifts	300.00	425.00	\$118 shortfall 04/05
Speaker Travel		750.00	Est. 2 workshop speakers
Supplies		225.00	\$221 shortfall 04/05
Total	8,900.00	9,100.00	