

Submitted by: Charmaine Scott

**This report covers tasks and activities undertaken during the period June 2011 to June 2012 and is the Annual report.**

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**Date of last meeting:** February 2012

**Date of next meeting:** na

**Recommendations to Board of Directors:**

- Rename the subcommittee "share Fair" to "flash Presentations"
- In-person meeting isn't necessary for the committee; virtual meetings worked well

**Action Items Completed:**

- As needed, committee members completed planning for conference
- Combined share fair and poster sessions into flash presentations
- Developed a less time intensive process for awarding door prizes at the conference

**Action Items In-progress/Pending:**

- none

**Announcements:**

- none

**Questions for the board/larger group:**

- none