

Committee Progress Report

Type of report being submitted: Committee Progress Report

Date: March 29, 2014

Committee Name: Shirley Olofson Memorial Award Committee

Supervising Board Member: Kate Kosturski

Chair, Co-Chairs, Assistant Chairs: Michael Mungin, chair

Committee members:

Carrie Allmendinger

Katy DiVittorio

Katy Kelly

Michael Mungin

Ray Henry

Stephanie Freas

Kathleen Monks

Lois Wilkins

Activity in Current Reporting Period

a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

- All major responsibilities have been completed. Applications were collected, reviewed and deliberated on. A winner (Kelly Robinson) and an alternate (Kimberly Miller) were selected. The winner and the coordinator of the delivery of the award have been contacted.
- We've spent some time discussing ways that our form and our criteria can be cleaned up and streamlined, which I have compiled a list of and will be working on. The list will also be made available to next year's committee chair so that they can continue the work we've started and not be forced to ponder all of the same questions we've already pondered.

b) Projects in progress but not yet completed:

- Cleaning up our Wiki page. Many things on there aren't terribly clear or are outdated.

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

When a chair is selected for next year, I just need to speak with them a little bit about some of the issues we've talked about in this year's committee and some pitfalls to avoid. This will make passing the torch easier and will make next year's committee's work all that much easier.

Financial Report Section: N/A

Report submitted by: Michael Mungin

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