**BoFEP Coordinator’s Report – 2024**

**Activities to date:**

1. Ocean Literacy Professional Development Day, March 23rd.

* Assisted with preparations.
* Review of teacher’s workbook.
* Compilation of possible field trips for Nova Scotia schools.
* Identification and procurement of “swag bags”.
* Assisted with set up and delivery of program.

1. BoFEP/ACCESS Conference - Huntsman Marine Science Centre - June 4th – 7th.

- Researched potential sponsors and compiled a list of relevant contact information.

- Assisted with design and editing of BoFEP poster.

- Provided assistance at registration/information desk.

- Assisted with preparation of BoFEP and IOI-Canada exhibits.

- Provided photo documentation of conference proceedings.

- Provided social media posts on BoFEP’s Facebook page during conference.

1. Ocean Literacy Professional Day, October 19th.
   * Assisted with preparations.
2. BoFEP Membership
   * Preliminary efforts to organize a BoFEP membership list.
   * Distribution of membership receipts as needed.
3. Meetings
   * Attend monthly BoFEP Management Committee meetings.
   * Participate in BoFEP strategy meetings at IOI-Canada.

Emilie Butler, Nov. 13th, 2024.