

Report for FSMTA Executive Board Meeting, October 24, 2008

Archives-History

Submitted by Tammy Davis

- The organization of the FSMTA archives has been completed and you can visit the following link to view the contents at:
<http://www.library.ucf.edu/SpecialCollections/FindingAids/FLStMusic.xml>
- Met with Paulette Kilts on October 10 at UCF archives. Paulette made a deposit into the archives and we searched for some information about the membership standing of Lucille Sellers and anything about the history of FSMTA.
- Additions to the archives can now be sent electronically, via e-mail. The library will then print the files for the collection as well as house them electronically on UCF's server.
- Sent minutes via e-mail to the archives on October 15, 2008. I sent a link to the pdf files of the newsletters from the FSMTA web site to be added to the archives October 16, 2008.
- Had phone discussion with Suzanne Jarvis on October 16 to discuss any revisions that should be made to the Manuals of Procedures, Archives – History Chair. We thought the following statements should now read:
 - Bullet #3 – Annually transfer, to the archives, electronic copies of the executive board minutes and state board minutes received by e-mail from the corresponding secretary.
 - Bullet #4 – Request an extra copy of the FSMTA directory and official publication of the association to be transferred to archives as appears on the official FSMTA web site.
 - Bullet #6 – Archives are located at the University of Central Florida and are housed electronically at
<http://www.library.ucf.edu/SpecialCollections/FindingAids/FLStMusic.xml>.
 - Bullet # 8 – Should the statement “FSMTA Executive Board minutes from State Conferences, Winter Board meeting and Summer Board meetings” be changed to say “FSMTA Executive Board minutes from State Conferences, and all Board meetings”?
 - Bullet #9 – Should it now be deleted, because of all the electronic methods of storage?
- I recommend that all minutes from meetings, newsletters, and directories should be sent electronically, while magazines and conference programs should be collected and sent to the archives in addition to electronically, if possible.