

Recording Secretary October Report**Suzanne Jarvis**

Since the June 2008 FSMTA Executive Board Meetings and Conference General Sessions, I have transcribed the minutes of each meeting and sent them to the Corresponding Secretary to be sent electronically to the board members.

I sent copies of the roll call sheets for FSMTA and FSMFA meetings to the Webmaster so that she could include them on the website for the Procedures Manual. Ms. Turon then made appropriate additions and corrections and sent me the final copies to be used for future meetings.

On Thursday, October 16, 2008, I had the opportunity to speak by phone with Tammy Davis, Archives-History Chair, regarding possible changes to the Archives-History Chair duties for the Procedures Manual. I then emailed the suggestions to the Procedures Manual Chair.

I have email the Procedures Manual Chair my suggestions for changes to the Recording Secretary Duties to reflect the electronic transmittal of information to the board as well as the Archives. Please see the Archives-History Chair report for the URL for the Archives at UCF.