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Executive Board Meeting
February 1-2, 2008

Dr. Megan Walsh, Collegiate Chair and Liason to VCCI
Diana Limeres, Student Representative

Activities since the October Board Meeting:

1. I have been in contact with Julianne Miranda regarding the AIB. I am excited to get started on the project! Here is the info I received:

Get an idea of different AIB sites and how the AIB works.

Start by visiting the Information Services area of the MTNA Website
<http://www.mtna.org/InformationServices/Associationinabox/tabid/351/Default.aspx>

This page has the links to current sites that use the AIB, the sample templates and information about hosting requirements.

On the right side of the page, there is a link to the sample AIB site where you can login and “play”. Try out the AIB, add text, delete text, etc.

Finally, there is a list of development guidelines. I encourage you to look through this information before you start planning your new site.

Getting started

Please read through the attached overview. It is a compilation of the most important elements of the AIB and also has a development checklist on the second page. This checklist will help you gather your information and start the process with MTNA. Basically you will have two first steps – you will need to decide what information you want on your site, how you want the info organized and if you need any special functionality. Once you have decided all your “content buckets” you can communicate those needs to our web developer, Mendy McKinnis (mmckinnis@mtna.org) and then contact Brian Pieper (bpieper@mtna.org) our graphic designer. He will work with you to get a look and feel based on your needs as well as incorporating any existing images or

logos you would like to use. He will also need to know all the “content bucket” labels so that he can make the design with the appropriate number of navigation items. He will work with you to decide on your final template.

Building the AIB

Brian and Mendy will work together once he has the template finished. During this stage, we will create the actual pages of the site and prepare it for you to add your content. Once you have checked out the development site and confirmed that it is all in order, we will train you on the fundamentals of page maintenance. Your site will come with some standard “add-ins” including a searchable (protected) membership database (as long as we collect dues for your local) and a page of links to the MTNA site that we have found most helpful for states and local associations. Both you and I will sign off on the final version and once we do, we will move it to the actual hosting server.

Hosting your new AIB

MTNA does not host state or local affiliate sites. Instead, we work with GoDaddy (www.godaddy.com) who provides hosting for just over \$3.00 per month. If you prefer, we can work with your hosting solution, but we have to be sure the hosting server has all the right things installed so the AIB will work.

There is no cost for MTNA’s services at any time, and we will support the AIB for as long as you use it. Please let me know if you have any questions or additional needs. We look forward to working with you!

2. I wrote an article for the Florida State Music Teacher’s January newsletter entitled: “Florida State Collegiate Chapters” which gave more information to members about collegiate chapters.
3. Diana will be attending the MTNA National conference in Denver and will organize a student gathering for Florida collegiate members.
4. Grigorios Zamparas, Professor of Piano at the University of Tampa has recently joined MTNA and will now begin the process of starting a collegiate chapter at UT.

5. The VCCI still has the same article from a Univ. of Miami student and has the Univ. of Miami as the featured collegiate chapter. I have been in contact with Julianne to try and have the information updated so students can hear about other chapters and read about other student articles. I will be contacting the Florida student members to request articles for the VCCI.

Respectfully submitted,

Megan Walsh, Collegiate Chair and Liason to VCCI
Diana Limeres, Student Representative