

To: FSMTA Executive
Board
February 1, 2008

#19A

Manual of Procedures Report

1. Chairpersons listed below received their manuals prior to the Fall (Conference) Board Meeting.
2. Mailed the new Composition Commissioning Chair, Joan Mank, her Manual on 10/30/07.
3. Updates highlighted in blue with regard to biographies of winners were e-mailed to their respective chairpersons.

" Ethics Chair - Leonard Mastrogiacommo (10/2/07)

Parliamentarian - Martha Stubbs (10/2/07)

Nominee for VP for FSMTA Non-competitive Student Events - Tim Murphy (9/25/07)

Certificates and Student Activities Handbook - Betsy Randolph (10/08/07)

Theory and Student Activities Handbook Distribution Chair - Victoria Williams
10/12/07)

Apprentice Judging - Carmen Cuenca (9/25/07)

Nominee for VP for MTNA Student Competitive events - Joanne Smith (10/09/07)

Jr Coordinator - Martha Stubbs (10/9/07)

Sr Coordinator - Michael Baron (10/09/07)

Chamber Music Coordinator - Jeannie Darnell (10/08/07)

Young Artist Coordinator - Leonard Mastrogiacommo (10/08/07)

Student Composition Coordinator - Carol Payne (10/09/07) Update 2/1/08

Certification Chair - Cindy Kessler (10/10/07)

Certification Credentials Committee member 1 - Helen Niedung (10/07/07)

Certification Credentials Committee member 2 - Susan Gansz Daughtrey
(10/07/07)

Certification Credentials Committee member 3 - Jan Mason (asked above to
forward)

Editor - Adrienne Le Blanc (9/23/07)

Editor Advisory Committee - Julia Sublette

Editor Advisory Committee - Millicent Callobre

Editor Advisory Committee - Priscilla Heffield

Nominee for President-elect Marc Hebda (10/01/07)

State Conference co-chairs - Denise Homsley and Jo Plunkett (10/10/07)

IMTF Chair - Rebecca Micha (10/13/07)

Nominating Committee chair - Millicent Callobre (10/14/07)

Nominee for VP for FSMTA Competitive Student Events - Mary Seal (10/13/07)

Community Service Awards - Mark Repasky (8/22/07) Update 2/1/08

Pre-College Chamber Competition - Liz Kiebler

State Concerto Contest - Kyung-Ae Gibson (10/08/07)
Byrd Piano Ensemble and G.P.Young Collegiate Piano - Norma Mastrogiacomo
10/14/07)

Nominee for VP for Membership - Becky Barlar (will work on update after Conference)
College Council Chair - Charles Turon (10/15/07)
Provisional members - Tanya Brooks 10/13/07)

Nominee for VP for District/Local Associations - Sheron White (10/2.7.07)
Arts Awareness and Advocacy Chair - Sonja Rozier (10/07/07)
FSMTA Teachers Awards Chair - Michelle Snow (10/07/07) Update 2/1/08
Collegiate Chapters Chair/VCCI Rep - Megan Walsh (10/06/07)
Collegiate Chapter Student Rep - Diana Limeres (10/10/07)
Taxation and Licensing Chair - Jeanne Blaszc (10/10/07)

Nominee for Recording Secretary - Suzanne Jarvis (10/13/07)
Archives - History - Tammy Davis (10/10/07)

Nominee for Corresponding Secretary - Denise Homsley (10/13/07)
Nominee for FSMTA Treasurer - Al Rozier (10/13/07)
Constitution and Bylaws Chair - Maria Santilli (10/13/07)
Foundation President - Millicent Callobre (10/04/07)
Foundation Treasurer - Bill Jennings

District Presidents (10/06/07) 1-Julia Sublette ; 2 -Norma Mastrogiacomo ; 3 -
Rebecca Micha;
4-Jo Plunkett; 5-Nancy Shackelford; 6 -Jay Hess; 7 -Julie Shaffer; 8 - Lesia Schulha;
9- Duncan MacMillan"

Submitted by

Zelda Jensen