



**FLORIDA STATE  
MUSIC TEACHERS ASSOCIATION**  
AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.



Executive Board report from Corresponding Secretary Lisa Leonard  
Meeting: Friday, October 23, 2009, Ybor City, Hillsboro Community College

Since taking office in June I have completed the following tasks:

- Emailed President Hebda's welcome letter to the EB
- Emailed minutes from June EB, General and Foundation meetings
- Edited and emailed the EB roster
- Emailed three memos from President Hebda concerning the Fall Ybor City meeting and competitions
- Emailed the agenda for the fall EB meeting
- Emailed announcement of Gordon King's passing and sent condolence card to Past President Helen King
- Collected and distributed committee and board member reports in preparation for fall Ybor City EB meeting
- Sent via USPS copies of all correspondence to Ms. Joan Mank
- Maintained a folder of all letters from the President and a folder of this offices' reports as outlined in procedure manual

Respectfully submitted on October 18, 2009 by  
Lisa Leonard

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