

**FSMTA Fall Executive Board Meeting
Webmaster Report - #19b**

Friday, October 23, 2009
Hillsborough Community College, Ybor City, FL

Website update:

- Compiled, formatted and published the 2009/2011 Bylaws online.
- Compiled, formatted and published the 2009/2011 Handbook online.
- Compiled, formatted and published the 2009/2010 Membership Directory online.
- Formatted and published the 2009/2011 Manual of Procedures online.
- Updated job description for Manual of Procedures.
- Reviewed and posted the up-to-date list of College Council members.
- Sent email notices to all College Council members.
- Sent email updates on the 2009 Conference to all of the FSMTA membership.
- Updated list of certified members for the website.
- Updated lists of FSMTA Officers, Standing Committees, and Local Associations on the website, including updating all forwarding email addresses.
- Added pages to the website:
 - A Brief History of FSMTA
 - Complete list of FSMTA Directors since 1934
 - Information on recent events
- Posted list of winners from FSMTA Competitive Events along with photos and bios.
- Posted minutes, reports, and conference book from Summer Conference, General Sessions, and EB meetings.
- Added link for newly developed MTA local associations webpage (Peace River and Miami-Dade).
- Posted Conference book to the website.
- Updated Certification list and posted to website.
- Posted information regarding MTNA competitions.
- Posted information regarding Collegiate Convocation.
- Updated list of Collegiate Council members and posted to website.
- Designed and implemented secure area of website for Student Day Chairmen where all the necessary forms may be downloaded.
- Added to Student Day secure area Classical Guitar Guidelines.
- Ordered Adobe Acrobat Professional 9 and installed software in order to produce interactive PDF files on the FSMTA website.
- Began to convert forms on the website to PDF interactive forms as needed.

*Respectfully submitted,
Amy Turon, Webmaster*