

**Executive Board report from Corresponding Secretary Lisa Leonard  
Meeting: Wednesday, November 3 2010.Hilton Garden Inn, Sarasota**

This office has fulfilled the following since the June EB meeting:

- Maintained the EB roster
- Emailed minutes from June EB, General and Foundation meetings
- Emailed two memos from President Hebda concerning the Fall Sarasota Conference
- Emailed the agenda for the fall EB and FSMTF meeting
- Emailed announcement of Bill Jennings passing and sent condolence card to his family
- Collected, collated and distributed committee and board member reports in preparation for fall Sarasota EB meeting
- Emailed separate copies of all submitted reports to the webmaster
- 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 November 3, 2010 by  
Lisa Leonard