



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



26 September 2010

TO: FSMTA and FSMTF Executive Boards  
FROM: Marc J. Hebda, President  
SUBJECT: 2010 Conference Executive Board Meetings in Sarasota

The conference Executive Board meetings are scheduled for Wednesday, November 3, 2010, from 1:00 p.m. – 5:00 p.m. and Saturday, November 6, 2010, from 7:00 a.m. – 7:50 a.m. All meetings will be held in the Dolphin Room at the Sarasota Hilton Garden Inn.

Attached with this memo is the agenda for the FSMTA Executive Board meeting, as well as the agenda for the FSMTF board meeting from President Kilts. Please prepare your FSMTA report and submit it via email to Corresponding Secretary, Lisa Leonard, [lleonard@lynn.edu](mailto:lleonard@lynn.edu), **no later than Sunday, October 24th**. Out of courtesy to Lisa, please meet this deadline so that she may collate and email the reports to all board members in ample time before the meeting. As with all of us, Lisa's schedule is very tight, so any reports that are not submitted to her by October 24<sup>th</sup> will **not** be included in her collation of reports. If you miss the deadline please bring 30 copies to the meeting itself. Reports should include activity that has transpired since the June, 2010, board meeting (if you will be giving an aural report during the General Sessions, include activity that has transpired since the 2009 Conference). I ask all elected officers and the Editor contact the committee chairs under you to see if they will be preparing their own reports or will be sending a report through you. ***Please number your reports in the upper right hand corner corresponding to your placement on the agenda. In addition, should you have a motion to present, please include it in bold print in your report and write it out in triplicate prior to the meeting.***

Please email me directly at [fsmta@comcast.net](mailto:fsmta@comcast.net) to inform me if you will be attending.

Though we were able to complete the business of the association in one meeting in Gainesville this past summer, we have less time scheduled at the conference. I am hoping that we get as much business done at the Wednesday meeting as possible as Saturday's meeting is only 50 minutes and we have three topics of Unfinished Business to discuss at that time. Therefore, I request that everyone make your written reports as thorough as possible and in your aural report highlight what you consider the most important items in your written report.

It is important to have reports submitted from all board members, even if you are unable to attend the meeting, as they become a permanent record in the FSMTA minutes and archives and, as such, are vital in the continuity of our 76-year history.

Your participation on the Executive Board and in the meetings is very much appreciated.

MJH