Florida State Music Teachers Foundation
Conference Board Meeting - November 3, 2010

Report to the Executive Board
Paulette Kilts, NCTM, President, FSMTF

Activities since June 12, 2010 meeting:

- reviewed minutes from 6/12/10 meeting before distribution to Board members
- prepared newsletter articles for Aug/Sept '10 and Oct/Nov '10 issues
- prepared agenda and report for this meeting
- reviewed Treasurer reports before distribution
- contacted all Local and District Presidents by email or postal mail requesting they make a donation to the President's Fund
- worked with Treasurer Susan Myrick to move Schwab funds no longer in CD to ING business savings account with Marc Hebda and myself as signers on the account
- sent acknowledgments of donations to the following:

Tampa MTA	$10.00 President's Fund
FSMTA Dist VI	$10.00 President's Fund
Palm Beach Co MTA	$10.00 Presidents Fund
Jacksonville MTA/DIST IV	$10.00 President's Fund
Mid-State MTA/Dist IX	$10.00 President's Fund
Mid-State MTA/Dist IX	$25.00 General funds
Vero Beach MTA	$50.00 President's Fund
Peace River MTA	$10.00 President's Fund
Students of Sue Colvert	$575

- requested that Treasurer Susan contact a provider for the 5 year audit to procure an estimate of cost

- preparations for 2010 Gala event:

made arrangements for guest artist and social hour entertainment
sent PDF of tax exempt form by email to restaurant
solicited donations for drawing-
food basket from Fresh Market (solicited by Carmen Conway) and
food box from Hunsader's Farm
sent personal invitations to friends and former students in the Bradenton area
sent several invitations for Sarasota member Carmen Conway to distribute to her adult students
contacted representative from local Messina grant with invitation to attend
received replies and checks for Gala or donation from personal invitations
consulted with MTNA rep and Conference drawing chair about set up for display during Conference
worked with conference program publisher for inclusion of Gala program and bios for performers
worked with conference registrar to get attendee information
prepared colored note cards with attendees names in place of tickets for the event
worked with restaurant on set up for dinner - seating arrangement, etc

purchased items for door prizes from Ringling Musuem store
set up at restaurant for drawings, door prizes, etc
requested six checks from Treasurer to use for payment of restaurant, performers and door prizes; prepared checks with notes to guest performers
requested check from Conference Treasurer with funds collected from Gala attendees

○ preparations for Conference drawing display:
solicited donations for drawing-
photograph "Flying Into Sunset" by John Bonser
basket with candle, sea shell picture and artificial orchid plant
signed exhibit contract for Conference drawing display
conferred with other drawing representatives about sharing table and responsibility for manning the table
drawing will take place immediately before 3rd General session and will be announced during my Foundation President report at that session on Saturday a.m.

Respectfully submitted,

Paulette Kilts, FSMT Foundation President