

Manual of Procedures Report
FSMTA Executive Board meeting
Nov. 3rd 2010

#19A

Since June 2010 the following has been added to the Manual:

Section B of the Tables of Contents has 2 additions:
Pg 17 Conference Planning Committee
Pg 33 Timetable for State Conference Planning

There was a request for an e-copy of the Community Service Manual to be sent to new incoming officer Martha Stubbs.

Newsletter Editor Becky Barlar made an update to the Editor Manual..

Now that the respective chairpersons have had the opportunity to experience their positions first hand, this is a request to please take a look and see whether there should be any suggestions or changes made for a smoother job description, especially if your term is finished.

Please confirm with me at zmus1@aol.com if you are continuing in your position or to whom you are handing over. Please include the new officer's e-mail.

Respectfully submitted
Zelda Jensen
Manual of Procedures Chairperson.