

FSMTA Fall Executive Board Meeting
Webmaster Report - #19b
Saturday November 6, 2010
Hilton Garden Inn, Sarasota, FL

Website update:

- Initiated and regularly updated 2010/2011 Membership Directory online.
- Sent out emails to all FSMTA members as directed by FSMTA officers.
- Assisted with redirecting and answering questions which came via email through the website
- Posted Conference details to the website as they became available.
- Posted minutes, reports, and conference book from Fall EB meetings.
- Posted *The Florida State Music Teacher* newsletters on line.
- Kept "Upcoming Events" section of the website up-to-date.
- Kept "Announcements" section of the website up-to-date.
- Added secure area to the website for Student Day Chairmen. Uploaded guidelines, sight-reading, and adjudication forms for piano, harp, guitar, string and voice.
- Added secure area to the website for FSMTA members to access the Student Day Handbook.
- Posted the Student Day Handbook to the website to make it available to all members.
- Designed and assembled the FSMTA 2010 Conference book and had it published.
- Attended Conference planning committee meetings.
- Posted PayPal account information on the website for the 2010 FSMTA Conference.
- Updated the list of officers in the online Handbook per instructions from VP for Local and District Associations.
- Verified active membership status for listed officers.
- Updated list of members who have current certifications at the state and local level.
- Posted winners of Local Presidents Community Service Award and Leroy Greenspan Memorial Community Service Awards to the website.

*Respectfully submitted,
Amy Turon, Webmaster*