

Executive Board report from Corresponding Secretary Lisa Leonard

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 conference

- Emailed the agenda for the fall EB and FSMTF meeting
- Collected, collated and distributed committee and board member reports in preparation for fall 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 1, 2011 by

Lisa Leonard