

**Florida State Music Teachers Foundation
Conference Board Meeting - November 3, 2011**

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

Activities since June 11, 2011 meeting:

- reviewed minutes from 6/11/11 meeting before distribution to Board members
- prepared newsletter articles for Aug/Sept '11 and Oct/Nov '11 issues
- prepared agenda and report for this meeting
- received records for transfer to Sheron White from Susan Myrick
- signed contract with CPA for audit and delivered requested records for same
- coordinated signatures for addition of Sheron White to financial establishments including ING, Schwab and Wells Fargo
- 9/5/11 contacted all Local and District Presidents by email or postal mail requesting they make a donation to the President's Fund (first contacted VP for District/Locals to secure current list and addresses)
- sent acknowledgments of donations to the following:
 - Robert Sherwood endowment - Thomas and Minsook Hansen \$100
 - Colvert endowment - Diane Garvin in memory of J Colvert 200
 - Colvert endowment - Les/Ruth Akers in memory of J Colvert 100
 - Colvert endowment - Stuart Schl of Music - Cindy Kessler 50
 - 2011 Gala - Dan/Paulette Kilts in memory of J Colvert 25
 - Local/District President Community Service Award for 9th graders
 - CFMTA - Dr. Cheryl Tschanz 25
 - Peace River MTA 10
 - Palm Beach County MTA 10
 - Broward County MTA - Sheri Garlock 10
 - Jacksonville MTA 10
 - Manatee County MTA 10
 - Tampa MTA 10
 - District IX - Becky Barlar 10
 - MTA of Greater St. Petersburg - Ana Bravo 10
 - FSMTF funds - Nancy L Lewis (became a Friend) 20
 - 2011 Gala -Dan/Paulette Kilts in memory of Grace Pinnow 600
- preparations for 2011 Gala event:
 - made arrangements for guest artists including negotiating and preparing contract with performers; made arrangements for concert piano and artist bench with Atlantic Music Center;
 - booked room for performers at the Hilton
 - solicited donations for drawings for Gala/conference-
 - The Shores Spa and Resort - breakfast gift certificates
 - Angel and Phelps Chocolate Factory - gift basket (valued between \$80-100)

- Sloppy Joes - restaurant \$25 gift certificate
 - Indian Fruit Company - gift certificate
 - Johnny Rockets - restaurant 2 meal gift certificates
 - Publix - \$100 gift certificate
- 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
- designed and copied programs for Gala banquet and concert
- sent flier advertising Gala concert to department chairs at Daytona State College and Bethune-Cookman College for students to attend Gala concert for a fee of \$5
- worked with conference registrar to get attendee information; requested that Conference Treasurer write check and mail it to me after registration is completed; deposited check in Wells Fargo checking account;
- worked with restaurant on set up for dinner - seating arrangement, etc and performance room arrangement seating, piano area, etc.; location of podium for announcements, introductions and
- purchased items for door prizes
- set up at hotel for drawings, door prizes, etc
- requested six checks from Treasurer to use for payment of hotel for dinner, performers and door prizes; prepared checks with notes to guest performers; payment due to hotel 3 days in advance of event - can have last minute attendees up to 10 until 3 p.m. the day of the event
- report on finances for the Gala will be presented at the Bd mtg on 11/3/11
- preparations for Conference drawing display:
 - prepared signs needed for Gala and Conference displays; tickets sold at one for \$2 and three for \$5
 - Conference drawing will take place immediately before 3rd General session and will be announced during my Foundation President report at that session on Sunday a.m.
 - contacted webmaster Amy Turon with updates to Foundation information including addition of Conflict of Interest statement, Bylaws addition, award amount changes, and additional report for June Board meeting from Susan Myrick
 - researched Erwin funds - contacted Dr. Charles Asche who replied that he would be contacting some of the original contributors to see if they could boost the present fund amount to \$10,000 and would also be in contact with MTNA about transferring the funds to them at that time - his contact information is: asche@music.ucsb.edu
 - copied his last reply to Marc Hebda so he would be aware of their wishes

Respectfully submitted,

Paulette Kilts, FSMT Foundation President