

FSMTA Summer Executive Board Meeting
Webmaster Report - #19b
Saturday November 6, 2011
Daytona Beach, FL

Website update:

- Designed and published online *Membership Directory for 2011-2012*.
- Regularly updated online 2011-2012 Membership Directory.
- Archived to website the *Membership Directory for 2010-2011*.
- Designed and published online *FSMTA Handbook for 2011-2013*.
- Regularly updated online FSMTA Handbook.
- 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 minutes and reports from Summer and Fall EB meetings.
- Posted minutes and reports from Summer and Fall Foundation meetings.
- Posted *The Florida State Music Teacher* newsletters on line.
- Posted current MTNA, FSMTA and Collegiate Membership applications to the website.
- Kept "Upcoming Events" section of the website up-to-date.
- Kept "Announcements" section of the website up-to-date.
- Verified active membership status for listed officers.
- Updated list of members who have current certifications at the state and local level.
- Updated list of student members for the *Membership Directory*.
- Posted all the news from the newsletter onto the "Announcements" section of the website.
- Updated Site Index as necessary.
- Updated local association websites contact information
- Added *Handbook for Local Membership Chairs* to "Membership" page
- Posted all materials related to the 2011 Conference webpages including, registration form, presenters forms, Exhibitors prospectus form, maps, schedules, etc.
- Posted Community Service Award winners bios and photos to web.
- Reorganized and reformatted sections of the FSMTA Directory. Worked with VP of Membership to update website for ease of use.
- Wrote up webmaster job description to be posted in the *Manual of Procedures*.
- Reformatted and posted *Handbook for Local and District Presidents*
- Formatted, and posted *Handbook for Local Membership Chairs*
- Updated the following information for the Foundation President
 - Added the FSMTF Proposed Budget to the Executive Board Reports
 - Added the FSMTF Conflict of Interests Policy to the Foundation page
 - Changed the total awards given for the fiscal year on the "Foundations Facts" page

- Changed the Foundation Bylaws to include Article 2, Section 6
- Updated the awards amounts on the “Foundation Awards” page
- Updated the awards amounts in the official *FSMTA/FSMTF Handbook*
- Updated webpage and *Handbook* to reflect that donations will now be made directly to the Foundation President.
- Added Word documents in addition to the PDF files for each section of *Manual of Procedures* on the website.
- Received, formatted, and uploaded new set of aural skills and written theory exams for Student Day.
- Reformatted interactive PDF forms for Student Day Chairmen and posted to website.
- Designed and published to web instructional sheets for Student Day Chairmen for filling in forms and certificates.
- Scanned, formatted, and posted to website the *Certification Handbook*.
- Sent email notification to all College Council members regarding the Commissioned Composer Program.

*Respectfully submitted,
Amy Turon, Webmaster*