



FLORIDA STATE
MUSIC TEACHERS ASSOCIATION
AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.



15 May 2011

TO: FSMTA and FSMTF Executive Boards
FROM: Marc J. Hebda, President
SUBJECT: Summer 2010 Executive Board Meeting in Gainesville

The Summer Executive Board meetings are scheduled for Saturday, June 11, 2010, from 9:00 a.m. – 4:00 p.m. at the Cabot Lodge Gainesville, 3726 SW 40th Blvd. Carolyn Troupin has graciously agreed to pick up lunch for a short lunch break. **Please have cash available to reimburse Carolyn for the cost of the lunch.**

Attached with this announcement is the agenda for the FSMTA Executive Board meeting, as well as the agenda for the FSMTF board meeting from President Kilts. Please prepare your FSMTA report and submit it via email to Corresponding Secretary, Lisa Leonard, fsmtaebreports@gmail.com, **no later than Sunday, June 5th**. Out of courtesy to Lisa, please meet this deadline so that she may email the reports to board members in ample time before the meeting. *A few reports for the EB meeting in Sarasota were sent to Lisa after the deadline: therefore, any reports not submitted by the deadline should be brought to the meeting itself (30 copies).* Reports should include activity that has transpired since the November, 2010, board meeting. I ask all elected officers and the Editor to contact the committee chairs under you to see if they will be preparing their own reports or will be sending a report through you. **Please number your reports in the upper right hand corner corresponding to your placement on the agenda. In addition, should you have a motion to present, please include it in bold print in your report and write it out in triplicate prior to the meeting.**

Please email me directly at fsmta@comcast.net by June 1 to inform me if you will be attending the meeting. This information is needed in order to plan accordingly for lunch. In addition, please email me directly by June 1 should you wish to join a group going to dinner Friday night at 6:30 p.m. as a reservation will need to be made at the restaurant.

To those of you planning to arrive Friday, June 10th, please be reminded that reservations at the special rate of \$85.00 (plus tax) secured for FSMTA members should be made directly with the Cabot Lodge (352-375-2400) under the group name (FSMTA) and Group Code FSMT061 by **May 27th**.

It is important to have reports submitted from all board members, even if you are unable to attend the meeting, as they become a permanent record in the FSMTA minutes and archives and, as such, are vital in the continuity of FSMTA's history.

Your participation on the Executive Board and in the meetings is very much appreciated.

MJH