

**Florida State Music Teachers Foundation
Conference Board Meeting - June 11, 2011**

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

Activities since November 3, 2010 meeting:

- reviewed minutes from 11/3/10 meeting before distribution to Board members
- complete report from 2010 Gala event

On November 3, 2010 the Foundation Gala was held at the Treviso restaurant on the grounds of the Ringling Museum, Sarasota, FL. It included a cash bar, musical presentation by flutist Marilyn Ferral and guitarist Roman Vazquez, dinner, solo performance by Roman Vazquez, drawing and door prizes.

Fifty-two guests attended the event. They included: Theo Boylan, Millicent Callobre, Carmen Conway, Carmen Cuenca, Dr. Doyle and Helen Hartman Dingus, Marc Hebda, Denise Homsley, Zelda Jensen, Dan Kilts, Gary and Adrienne LeBlanc, Joan Mank, Leonard and Norma Mastrogiacomio, Hugh and Dr. Anne McLean, Tom and Martha Mier, Edward and Mary Beth Purchase, Sarita Roche, Albert and Jo Plunkett, Betsy Randolph, Al and Sonja Rozier, Maria Santilli, Karen Schaefer, Lesia Schulha, Mary Griffin Seal, Ron and Martha Stubbs, Carolyn Troupin, Charles and Amy Turon, Beth Von Ende, Mary Webb, Joy Yelin, Don and Lavinia Bailey, Drs. Jeff and Margita Beard, Mary Lou Couch, Marilyn Ferral, Dr. John and Julie Gatewood, David and Barbara Littell, Ann Peabody, and Roman Vazquez. \$ 913.87 was donated to the Foundation from their registrations along with donations.

We enjoyed the flute and guitar music during the social hour on the patio and delicious food prepared by the chef at the Treviso. A drawing basket donated by Fresh Market of Sarasota was won by Martha Stubbs and a box of fresh fruits and vegetables from Hunsader's Farm of Bradenton was won by Dr. Anne McLean. Door prizes purchases at the Ringling Museum store were awarded. From our Gala and Conference display table drawing \$ 260 was raised and the photograph "Flying into the Sunset" donated by John Bonser was won by Dr. John Gatewood and the Beach decorating basket was won by Anna Fagan at the 3rd General Session of the Conference.

2010 Gala income and expense sheet -

Income -

donations from invitations			\$ 555.00
Beard	100 (2 dinners)	#4319	
Gatewood	100 (2 dinners)	#4049	
Conway	50 (1 dinner)	#7394	
Littell	100 (2 dinners)	#5538	
Bailey	120 (2 dinners and 20 Friends donation)	#4316	
Couch	50 (1 dinner)	#3149	
Harder	10 (donation)	#8625	
Ippedico	<u>25</u> (donation)	#5413	

Income (continued)
 Conference registrations 2100.00
 (Includes donation from Dick and Joanne Smith to Foundation)
 sub total \$ 2655.00

Expenses -
 Treviso down payment 250
 Treviso dinner bill 1305.20 #1510 (includes dinner bill for Roman and Marilyn)
 Roman Vazquez 100 #1508
 Marilyn Ferral 50 #1507
 FSU_Ringling Museum 35.93 #1509
 (Door prizes) Total \$ 1741.13

Profit made on 2010 Gala - (before drawing money added) \$ 913.87

Drawing (includes monies from Gala and throughout Conference) cash and check 260.00

Total profit made for FSMTF during 2010 State Conference \$ 1173.87

- sent updated information to webmaster on FSMTF awards amounts on website
- prepared newsletter articles for Dec/Jan '10, Feb/March '11 and Apr/May '11 issues
- worked with Treasurer Susan Myrick to move funds from ING business savings account to ING business CD with Marc Hebda and myself as signers on the account
- requested FSMTA dues allocation and worked with Treasurer Susan Myrick on its placement in funds
- sent acknowledgments of donations to the following:

President's fund:

Miami MTA	\$ 10
Tampa MTA	10
FSMTA Dist VI	10
Palm Beach Co MTA	10
Jacksonville MTA/DIST IV	10
Mid-State MTA/Dist IX	10
Vero Beach MTA	50
Peace River MTA	10

FSMTF funds:

John and Rhonda Harder	\$ 10
Don and Lavinia Bailey	20
Olga Ippedico	25
Richard and Joanne Smith	100
Maria Santilli	125
Mid-State MTA/Dist IX	25
Greater St. Petersburg MTA	75
District VII	50

FSMTF funds continued:

SWMTA	50
State Conference 2010	3000

Robert Sherwood Jr Piano endowment:

Doris and Cleatus Barnett	\$ 25
F. Vic Bokas	20
Ila Brown	25
Bill & Anita Clarke	100
Joan Wilson Greene	50
Emily & Ronald Hedgecock	100
Mary Lillian Herron	50
Lisa P. Hilliard	50
Mary Holway	50
Sharon S. Kerrigan	100
Mary Ann Koetz	25
Jayne B. Lawless (John)	50
Doris Lea	50
Capt. High P. Lyon	50
Nancy MacDonald	20
Melvin and Terri L. Maxwell	75
Susan Myrick	40
Julia Murphy	100
Marion Nass	100
D.M. or Maria Nelson	20
Roger & Shirley Olsson	25
Elsie E. Parker	100
Elizabeth Paxton	100
Mr. & Mrs. Leon Pepin, Jr.	500
Aren & Monica Platt	100
Patricia J. Richm	25
Peter & Heidi Rubardt	200
Gertrude Sherwood	25
Claudia J. Stanny	200
Linda Stark	20
Ellis Storey, Jr.	35
Rose Marie & Gordon Tyrell	25
Sam & Pam(Mary) Waite	30
Jane Weekley	15
Dr. Robert & Verna Whitmore	100
Paul & Marolyn Willden	100

Sue Bentley Colvert Young Artist Piano performance endowment:

Dr. Diane Garvin	\$687
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- researched any requirements by the IRS for audit to FSMTF funds - none were found; researched online possible pro-bono non-profit auditors and found none; asked FSMTA Treasurer Al Rozier to consult the FSMTA lawyer seeking his advice regarding necessity of professional audit

CPA opinion on non-profit audits:

The IRS does not require you to have an audit. Most of our not for profits have an audit done because of funding reasons (receiving grants that require an audit or for fund raising purposes to verify the validity of the organization) or because the board desires it in order to ensure everything they are being presented with financially can be supported by an independent party. A review would probably be about 60% of the cost of an audit and is not as in depth as an audit. I don't know of any not for profits we do that have a review as opposed to an audit. Hope this helps and let me know if you have any further questions.

Gary M. Huggett, CPA

Masters, Smith & Wisby, P.A. (Jacksonville)

Certified Public Accountants and Business Consultants

I have been in contact with Gary M. Huggett at Masters, Smith and Whisby, PA of Jacksonville about preparing the audit. Their estimate of expense is \$3400 - 4400 and this would also include preparing the 990EZ form. Following the Executive Board meeting I will request that they send a letter of engagement outlining the process, request of documents, etc. An attempt will be made to complete this audit before the interim Treasurer begins their work with the organization unless the Board decides to amend the Bylaws requiring the audit.

- made several attempts to contact member of the Erwin family to discuss the funds FSMTF is holding for them that are not allocated for our expenditure
- reviewed Bylaws regarding the vacancy of Treasurer as of 7/1/11
- worked with nominating committee to secure nominee for office of FSMTF Treasurer for 2011-2013 term and requested that they be open to appointment as interim Treasurer to begin serving in the position in July of 2011

I present Sheron White as nominee for FSMTF Treasurer. Sheron served as VP for District/Local Associations from 2007-2009. See her current bio below.

A former private school music teacher of twelve years, Sheron White recently opened her own Independent Piano and Voice Studio in Lakeland, FL. She has been affiliated with MTNA for the past ten years and served in various state, district and local executive and chair offices. Currently, she is the Treasurer for RMTA and the Registrar for the FSMTA 2011 Conference, where her major responsibility is to automate the registration and payment process for conference attendees, vendors, and exhibitors. She is a member of NATS, FMEA, and RSCM, and has performed with the Lakeland Opera Company, Lakeland Choral Society, the Orlando Mad Cow Theatre, and other local venues. Sheron and her husband, Archie, serve as lay leaders in ministry at Christian and Misisonary Alliance at the local and district levels. They have three children: Archie Jr. (Des Moines, IA); Dr. Miriam White, OTCD (Los Angeles, CA); and Jessica White (Senior, Baptist Bible Sem, Clarks Summit, PA). Archie and Sheron live in Lakeland, FL.

- prepared agenda and report for this meeting
- reviewed Treasurer reports before distribution

- adapted FSMTA Conflict of Interest policy for FSMTF (see attachment)
- report on 2011 Gala event

visited several prospective locations for the event in Daytona and Daytona Shores Beach including the Hyde Park Restaurant, The Cellar and Shores Resort and Spa

selected the Shores Resort and Spa as location for event

signed Banquet Event Order and hotel contract - requested check for \$300 deposit from Treasurer

received copy of signed contract back from the Shores 3/18/11 after they received deposit

sent preliminary information about the event, date, location, time and cost to Conference Chair and registration chair for publication

entertainment - had conversation with Onie Senyk (the Presence) teacher of Contra and English Country Dancing and contacted Pedro D. Orey director of steel drum orchestra and drum line at Bethune-Cookman College who suggested I contact Daytona State College as they no longer have a steel drum orchestra; plan to secure door prizes and raffle items

Respectfully submitted,

Paulette Kilts, FSMT Foundation President