

**FSMTA Summer Executive Board Meeting
Webmaster Report - #19b**

Saturday June 11, 2011
Cabot Lodge, Gainesville, FL

Website update:

- Regularly updated 2010/2011 online Membership Directory.
- 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, reports, and conference book from Fall EB meetings.
- Posted *The Florida State Music Teacher* newsletters on line.
- Kept "Upcoming Events" section of the website up-to-date.
- Kept "Announcements" section of the website up-to-date.
- Expanded secure area on the website for Student Day Chairmen. Uploaded guidelines, sight-reading, theory, aural skills, and adjudication forms for piano, harp, guitar, string, woodwind and voice.
- Expanded secure area to the website for FSMTA members to access the Student Day Handbook.
- Updated database of Student Day Chairmen
- 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 list of winners, their pictures and bios to the website.
- Posted all the news from the newsletter onto the "Announcements" section of the website.
- Updated Site Index as necessary.
- Added *ClassicalConnect.com* and *EductionDegree.com* links to the website.
- Updated local association websites contact information
- Added "Conflict of Interest" policy to the *Membership* page and a Quick Link on the *Home* page.
- Added Commissioned Composer list to "Membership" page
- Added list of Approved Judges to "Membership" page
- Began working on Conference 2011 webpages
- Made all the Student Day Adjudication Forms interactive and posted to website.
- Reformatted all the forms for the Student Day Chairmen and posted to the website.
- Reformatted all the District and State Concerto Competition forms, and made them interactive. Posted to the website.
- Archived all 2010 FSMTA data files and sent to archivist.

- Received applications, photos and bios for FSMTA Competitive Events and forwarded them on to the appropriate District Chairman. Notified applicants that their applications had been received.
- Assisted students and parents who were having difficulty managing the interactive PDF forms for Student Day and Competition.
- Formatted and produced interactive application for the new King Music Education Scholarship. Posted to the website.
- Sent out email notice to all of the college faculty members regarding the new King Music Education Scholarship.
- Reformatted all the FSMTA Competitive Events applications to be interactive PDF files and posted to the website.
- Posted FSMTA Competitive events links for hotel, campus information, schedule, etc.
- Posted list of winners from the FSMTA Competitive Events, along with their photos and bios, to the website.
- Reprinted and reformatted the *Handbook for Local and District Presidents* and made an electronic copy. Posted electronic copy on the FSMTA website.
- Received and forwarded to VP for FSMTA Non-Competitive Events the Student Day Reports and Leftover Student Day Tally Sheets.
- Posted reports for the Summer 2011 EB Meetings to the website.
- Began work on the 2011-2012 Membership Directory

*Respectfully submitted,
Amy Turon, Webmaster*