

Vice-President for State Conferences

Philosophical Intentions

- VP - Institute a comprehensive plan with long-term implications that occur at each conference.

Conference Advisory Committee

- Conference Chair, VP of Conferences, President, President-Elect, Past President
- Strategic planning
- Administrative
- Finance

Conference Planning Committee

- Call for proposals - consultation with all sub-committees.
- Conference Chair - appoint local member for fundraising/grants/sponsors.

Fundraising - VP for Conference

- VP Conference Chair - Grant Opportunities
- National/state funding (MTNA)
- Identify a Member from Local Association(s) hosting conference to focus on business sponsorships and grants from the area)
- Apply for signature on conference bank account
- After revisiting the 2013 agreement made by FSM TA President, Marc Hebda, and invitation was extended to the Chopin Foundation for a complimentary full-page ad in the 89th FSM TA Conference booklet at no cost. The Chopin Foundation sponsors the FL - Chopin Prizes every year.

Suggestions for Negotiations - Hotel Contracts/Others

- Ongoing list of special needs and concerns for location such as:
- Elevator dimensions to accommodate grand pianos transport to assigned locations within the hotel or institution
- Parking lot access
- Free parking included for all attendees
- Breakfast/Coffee Bar on location
- Proximity to restaurants
- Distance of recital hall from hotel/conference
- Onsite walking distance to all conference activities and events
- Technical support for Zoom and Presenters

Recent Conference Locations - Review History/Contracts/Costs

- Provide information and advice on requests from previous conferences

General duties:

(From Bylaws Article VIII, Section 7)

- All officers shall:
 - Fulfill their duties as outlined in the Bylaws and in their Manual of Procedures.
 - Attend at least 75% of the regularly scheduled Executive Board meetings. In-person attendance preferred, but online if necessary.
 - Present written reports at each meeting of the Executive Board.

(From Bylaws Article VIII, Section 8)

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board.
- Work with the Presidents of the Districts within the host Region to appoint a Conference Chair, and supporting committees, as stated in the Conference Chairman's Handbook to include current host sites: [FSMTA Districts - Florida State Music Teachers Association \(fsmta.org\)](https://www.fsmta.org/).
- Work with the host region in securing dates and suitable site(s) for the event.
- Work with the host region committee chairs meeting with them in person or in online meetings as often as necessary to begin assignments and then receive update reports through the preparation process.
- Maintain an updated Conference Chairman's handbook. When the Conference Chairperson(s) has been appointed, send the Conference Chairman's Handbook to them.
- Chair of Conference Advisory Committee to serve in an advisory role for the conference committee as a resource.
- In April, send a request to the State District Chair to elicit financial support from all districts and locals for the upcoming conference.
- In May request District Chair to continue to send email or text blasts to all districts and locals to encourage registration.
- Remind the previous conference chair to submit a final report for the June Executive Board Meeting

Specific duties include:

- Ensure a Conference Chair is appointed, and conference committee or mini-conference committee is established 15 months prior. (Mini-conference chair

responsibilities are located in [MOP D-5](#). Timetable for State Mini-conference planning is located in [MOP D-6](#).)

- Assist with conference chair and committee with negotiations for the hotel contract.
- Encourage the conference chair and committee to explore fundraising efforts specifically through grants. Based on the location of the conference or mini-conference, local options for funding can be considered. (e.g., MTNA, local chamber of commerce, local governments, local arts organizations, Publix, Walmart, Target).
- Check in periodically with the Conference chair, Advertising/Exhibitor Chair, Scheduling/Programs Chair, Secretary/Registrar and State Treasurer with their planning progress for the upcoming conference.
- During a full conference consider recommendation for the *Amy Turon Outstanding Service Award* (see instructions at the end of this document).
- Conference Booklet, final copy to proof and print. Alert State Conference Chair to allow enough lead time for the printing company of the conference booklet. Let the selected printer know the estimated pages the booklet will contain and how it will be bound or stapled. Call the selected printer far in advance to ensure timelines and then secure the printing deadline.
- After the conclusion of the conference and the Conference Treasurer has prepared the final version of the conference budget, poll the Advisory Committee to determine how any surplus income should be allocated.
- At the conclusion of conferences review pros and cons for future conferences with the state conference chair and advisory committee.
- Prepare a survey for attendees/participants of the conference.
- Headliner Contracts: State Conference Chair compiles contract, Treasurer approves, VP signs.
- Review Food Contracts and Location Contracts, Treasurer approves, VP signs.
- Continually examine the budget.
- Read Conference Resolution and provide a copy to Webmaster, Amy Turon and Zelda Jensen, Newsletter Editor.

Based on the recommendations by the Ad-Hoc Committee, a Mini-Conference may include the following:

- A one and half day event every even year.
- One clinician for plenary sessions.
- A Florida Professor as the guest artist/masterclass for the mini conference OR someone from a neighboring state that may be available.
- General Session Meetings condensed to one meeting midday Friday or Saturday.
- By reducing the number of days, the dues allocation (that was voted on in 2015) could remain in the operating account during the even year.
- The one and half day conference may include: FSMTA Student Winner's Recital; Commissioned Composer Performance; Collegiate Young Professional Lightning Talks; One recital; One masterclass; FSMTA Member presenters; District & Local President's luncheon; One Banquet with guest speaker.
- Schedule options include: 1) a full day Friday and half day Saturday (Executive Board meeting Thursday afternoon) This would allow people to have the remainder of Saturday to travel home, particularly those with Sunday morning commitments. (2) A half-day Friday and Full Day Saturday (Executive Board meeting Friday morning).
- Registration could remain low: \$100 to \$105 for members; \$135 to \$140 Non-member.

Timetable Recommendation:

- Initiate contact with the Mini Conference State Chair as early as possible, 22 months in advance.
- Model the mini-conference timetable using the full state conference timetable. (*Section B4: Timetable for Conference Planning*)
- Consult with the Collegiate Chapters Chair regarding a call for collegiate presentations during the winter session to allow for contact before summer break.
- Check with the Collegiate Chapter Chair if space is needed for poster presentations before spring session ends.
- Include conference bags for collegiate registrants.

- Prepare conference participation certificates for the Student Honors Recitalists.
- Apply for Liability Insurance in June at www.mtna.org.
- In October, work with the State Conference Chair to set up meetings for the entire year (dates and times) to map duties, provide direction and offer solutions for ongoing concerns.

Conference Net Profits

- At the conclusion of Conference when the treasury has fulfilled all financial obligations, arrange a separate meeting to include, FSM TA President, VP for Conferences, Treasurer, State Conference Chair and President of the hosting District to discuss:
 1. Disbursement of up to 15% of net profit from conference to the FSMT Foundation.
 2. Recommendation to disperse funds to the following conference.

Decision to Cancel Conference

- If there is cause to cancel conference due to unforeseen events, arrange a meeting with the following officers, FSM TA President, VP for Conferences, Treasurer, State Conference Chair and President of the hosting District to discern the best process forward.

RE: Conference Waivers

- Based on discretionary funds outlined in the conference budget, the State Treasurer, VP for Conferences and the State Conference Chair will determine waivers and honorariums.
- Workshop presenters, in-state and out-of-state (non-contractual) should be advised to cover all expenses for attending the conference.



Amy Turon Outstanding Service Award

Preliminary recommendation for consideration:

- Recipient will be chosen by the current Conference Advisory Committee for exemplary service to local and state. The committee will consist of the following officers: Conference Chair, VP of Conferences, Treasurer, FSMTA President, Conference Program Chair, (others).
- Recipient can be selected based on past as well as present service.
- The current State Conference Chair and Conference Program Chair cannot be considered.
- The Conference Advisory Committee may nominate a recipient for *The Amy Turon Outstanding Service Award* at the Awards Ceremony during a full conference. (This accommodation does not need to be awarded at every full conference).
- Recipient will be photographed with the presentation of the plaque at the Awards Ceremony.
- The recipient will receive a framed photo of the presentation.
- The Conference Committee members can make a recommendation to the following Conference Advisory Committee regarding individuals that have made above-and-beyond service contributions.
- The service award will concentrate on honoring a candidate who has volunteered and contributed to conferences elevating and impacting the membership as a whole.
- A perpetual plaque will bear the name of the recipient of *The Amy Turon Outstanding Service Award*.

Respectfully submitted,
Sandra Palmer, V.P for Conferences

