INDIANA SECTION OF THE MATHEMATICAL ASSOCIATION OF AMERICA EXECUTIVE BOARD MEETING
LOCATION: COLLABORATION ROOM, MEREDITH HALL, PURDUE UNIVERSITY, WEST LAFAYETTE
TIME & DATE: 12:15 – 1:15 P.M. SATURDAY, OCTOBER 8, 2016

PRESENT: Alex Capaldi (Treasurer), Paul Fonstad (Student Activities Coordinator), Josh Holden (Public Information Officer), Haseeb Kazi (Secretary), Daniel Kiteck (Chair), John Lorch (Governor)

GUESTS: Kwadwo Antwi-Forjour (Spring 2017 Local Organizer- Earlham College), Melissa Lindsey (Indiana Project NExT Coordinator)

1. Call to Order: Meeting was called to order by the Section Chair Daniel Kiteck at 12: 30 p.m.
   • Thanks were extended to the Purdue University local hosts, and Executive Board members. Guests were welcomed.

2. Approval of Prior Minutes: The minutes of the Summer 2016 EB meeting were unanimously approved without any further questions or discussion.

3. Reports/Discussions - Officers and Committees
   • Governor - John Lorch: Entire system of the MAA governance is going to change to a smaller executive board. Changes will be presented for members’ vote at the Spring 2017 JMM. There will be no electronic vote. John recommended sending an alert to INMAA members so that the colleagues who plan to attend the JMM, should also plan to participate in the vote.

   • Secretary - Haseeb Kazi: Copies of the Summer 2016 IN-MAA Executive Board meeting minutes were distributed, verbal details were shared, and the questions were answered. Haseeb shared that the Fall 2016 meeting seemed well-organized. There were 73 registrants with 49 lunch orders. The number of non-student was 36. There were 9 no-shows including one non-student and the rest students. Ken Ono’s morning talk went well-attended with 61 attendees. Overall, the numbers looked pretty standard and satisfactory for a fall meeting. John wondered if we knew how much was donated by the registrants to the project NExT. Haseeb responded that he could not find an easy way to quickly figure out the total amount, as the donations didn’t show up in the Eventbrite event data excel sheet. He plans to work with Alex, find out the total donation amount, and report back in the Spring 2017 EB meeting.

   • Treasurer - Alex Capaldi: A copy of Treasurer’s report containing details of the income and expenses was shared. The total account balance as of October 8, 2016 is $11,054.23 with $9,909.87 in Teacher’s Credit Union, and $1,144.36 in PayPal account. The PayPal account is almost all of the revenue from Fall 2016 meeting; however, the expenses have yet to be accounted for. The 2016 subvention check and MathFest travel reimbursement was $996. The royalty from the Friendly Math Competition book was $26.57. After $150 anticipated payment for a talk, we have $1350 unused from the $1500 total yearly budget for the IN-MAA Outreach Program. Alex was also expecting to pay $150 each for the two upcoming talks. He further shared updated details of the cash flow from our Spring 2016 meeting. On John’s inquiry, Alex responded that we have not received any concerns on raising the registration fee from $15 to $25. Paul suggested that although raising registration fee was an option, but raising attendance at our meetings might be another better option to cover our costs. John advised that we should try to balance everything.
• **Public Information Officer - Josh Holden:** Josh advised that there was not much new to report. However, he shared that the Fall 2016 registration went smoothly. The online registration form was updated to include the requested dropdown menu, which categorized the type of attendees. In addition, a new donation box was added, which has been used by some individuals to make donations for the project NExT. Josh has been posting updates to our social media. He also observed that a recent Facebook post made just the night before the meeting has reached 87 people. He welcomes all future input. Let him know if any changes/updates to the webpage are desired.

• **Student Activities Coordinator – Paul Fonstad:** Paul shared that Earlham college will not be able to write the ICMC test for the Spring 2016 meeting; however, another math faculty member from Indiana has agreed to help with the test. Like the last spring, we can hold the ICMC during the meeting. Paul is looking for a volunteer to lead the morning undergraduate student workshop, and will coordinate with Daniel to identify one.

  **Proposal:** Paul proposed that Spring 2017 not being a special event such as a centennial celebration, doesn’t require promotional t-shirts, hence, think about cutting the prices in ICMC team registration, and invest these savings in other activities including the game show. Alex also thought that Tri-Section meeting might be a better time for having t-shirts, and he agreed with Paul on lowering the ICMC team registration from $30 to $20.

  **Decision:** The motion on not doing t-shirts for Spring 2017 meeting, and also lowering the ICMC team registration cost from $30 to $20 was unanimously approved.

  **Discussion on Liaisons:** As a part of his 2016 MathFest delegate report, Paul also shared recommendations about improving the Section communication via better organization of the liaison program. Section can effectively disseminate desired info to its members via the institutional liaisons. Haseeb advised that at many institutions, liaisons are our primary institutional outlet for their news and updates to us, and that the national MAA maintains a list of the institutional liaisons. However, due to occasional faculty moves, retirements etc., their list is not always current. He wondered if approaching/soliciting liaisons might be easier via an entire membership mass email. Josh thought there might not be any harm in first trying an email to the currently listed liaisons. Daniel suggested delegating this to a committee for further recommendations.

  **Action:** Paul, Josh, and Daniel agreed to serve on a three-members committee to look into the email communication with the institutional liaisons. Paul will lead, and the committee will share its finding in the next EB meeting

  From his MathFest findings, Paul also shared that various small interest groups of the MAA can also provide speakers for section meetings.

• **IN-MAA Outreach Program Coordinator – David Housman:** David could not attend the meeting, and no new report was shared.

• **IN-MAA Project NExT Report:** While Melissa would like to continue doing NExT panels in the future meetings, she also intends to reach out to NExT colleagues in IL and MI to see what they are planning for the Tri-Section meeting. Josh reminded that project NExT can sometimes be very helpful in identifying the student workshop leaders. Melissa said they will be happy to help in any way they can.
4. Upcoming Meetings
   • Spring 2017: Earlham College, March 24-25, 2017
   • Fall 2017: Manchester University, Oct 7, 2017
   • Spring 2018 – Tri-Section meeting at Valparaiso University, March 23-24, 2018
   • Fall 2018: Hanover College, date TBD
   • Volunteers needed for the next meetings

5. Old Business
   • Continue promoting IN MAA visitor’s program: Due to the shortage of time, no further discussion was made
   • Draft of Chair/Vice-Chair/Past Chair Duties: Work under progress!
   • Draft of Update on Local Host Checklist: Committee could not convene—will try to put together, and share its recommendations in the next meeting.
   • Speaker Guidelines: These have been updated online—thank you, Adam Coffman!

6. New Business
   • Recommendations for Tri-Section Meeting Potential Speakers: Alain has solicited names of any potential speakers. Please send your recommendations to him. The updated organizing committee is:
     - Michigan: Michele Intermont, Matt Boelkins (co-chair)
     - Illinois: Olcay Akman, Tim Comar (co-chair)
     - Indiana: Rick Gillman, Robert Merkovsky, Alain Togbe, Andy Rich
   • Social Media Presence and Section News: Josh wondered if we can get someone to live tweet JMM using our Section’s twitter address, which can be created. Daniel thought he might be at the JMM and might also be able to tweet. Recalling the idea of a more continues and dynamic newsletter, Josh asked about giving liaisons ability to post their news items directly to our Facebook page in a rolling fashion. We can still try to maintain a summary on our webpage. Josh asked about giving liaisons ability to post their news items directly to our Facebook page in a rolling fashion. We can still try to maintain a summary on our webpage. Josh shared that our Newsletter Editor William Turner is also fine with this proposal. All agreed to let Josh lead this initiative.

   • Earlham College Local Hosts’ Briefing for Spring 17 Meeting Arrangements: The primary local contact for Earlham College, Julie Beier, beierju@earlham.edu, could not be present. However, another math faculty member Kwadwo Antwi-Forjour attended, and presented the details of their preparation. He shared that the rooms for the talks and ICMC have been identified. They should be able to take good care of the other items including the hotel, and food arrangements. Daniel advised him to refer to INMAA’s webpage for the local hosts’ checklist, which might be updated in the future. In the meanwhile, they should feel free to contact Daniel with any questions. Moreover, together with some of the basic logistics protocol, Kwadwo was also guided about the process for food cost reimbursement.

   • Nominations for the Section Vice-Chair and Governor: Daniel reminded that the national MAA office recommends having at least two nominations for the Governor. We also need to find an appropriate candidate for the Vice-Chair position. He welcomed any recommendations, and advised that the nominating committee has already been alerted to come up with a slate of candidates. EB was also reminded of the nominating committee members:
     - Melissa Desjarlais, Valparaiso University, Melissa.desjarlais@valpo.edu
     - Derek Thompson, Taylor University, drthompson@taylor.edu
     - Michael Karls, Ball State University, mkarls@bsu.edu
• **Distinguished Service and Teaching Award Nomination:** Nominations are open for both of the awards. Details including the eligibility criteria, submission procedure, and the deadline can be seen on our webpage.

• **Decisions on Spring 2017 ICMC:** We decided not to do the t-shirts, and also lower the ICMC registration fee from $30 to $20 for the upcoming Spring 2017 meeting. Tri-Section meeting might be a better event for the t-shirts.

• **Decision on Spring 2017 Meeting Registration Fee:** We unanimously approved to use our current fee structure for the Spring 2017 meeting as well, i.e., $25 for non-student regular registration, $30 for the late, and no registration fee for students and high school teachers.

• **Decision on Poster Session in Spring 2017 Meeting:** After a brief discussion, we decided to table it for now, and recommend that the organizing committee for the Tri-Section meeting should look into the possibility of having a poster session in Spring 2018.

7. **Any Other Business:** None

8. **Adjournment:** Meeting was adjourned at 1:19 pm.

Respectfully submitted,

Haseeb A. Kazi
Indiana MAA Secretary