

The Mathematical Association of America

(INCORPORATED)

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Executive Director



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To Section Officers

Dear Colleagues:

I am writing to provide you with several pieces of information and also to discuss one or two ideas which have come up in recent discussions of Section affairs.

1. I enclose a description of the boundaries of the Sections in terms of blocks of ZIP-Codes. It has come to my attention recently that some Section Officers are not sure they know precisely what territory is contained in their Sections. Others are sure that they do not know. I hope that the list contains no real surprises for you!

2. I also enclose the latest computer printout of the total membership of each of our Sections. "Section number 00" includes all members not affiliated with a Section. This represents our foreign membership.

3. I also enclose a list of future meetings of Sections and national meetings, which have been approved by the Board of Governors. Even though these dates and places are printed in the MONTHLY, we plan to update and distribute this list to Section Officers and the Board of Governors at approximately three month intervals.

4. I also enclose a set of guidelines for making arrangements for Section meeting facilities, recently prepared by the Committee on Sections and approved by the Board of Governors for inclusion in the future editions of the booklet "Guidelines for Sections".

5. The "travelling MAA library" has been a popular feature of many Section meetings. However, many of you will agree that the expense and effort involved in receiving and returning the library are substantial. Furthermore, the books and equipment in the library display are frequently damaged in transit, and it now appears that the maintenance costs will be large. We have investigated the possibility of obtaining sturdier packages for the materials to reduce damage and make it easier for Section Secretaries to package the materials for return to our office. Unfortunately, boxes meeting these requirements are also quite expensive.

The best solution we can think of is to sell the entire "kit" to a Section so that a responsible Section Officer can store it and carry it to meetings in

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the trunk of his car. We have investigated the cost to us of the "kit", which consists of:

1. one sign listing MAA publications and their prices,
2. one tripod for the sign,
3. one collapsible book rack,
4. two folding "shelves" for miscellaneous publications, and
5. display copies of all MAA publications.

We find we can offer this kit to your Section for \$100.00, avoiding both profit and serious loss.

One purpose of this letter, therefore, is to offer your Section this library, to be used at your meetings. If your Section wishes to purchase this display library, we will send you, several weeks before each meeting of your Section:

- a. a supply of order blanks and other materials for your meeting,
- b. one copy of each new MAA publication (at no additional cost),
- c. information about prices of new publications in the form of a small sign which can be attached to the price-list sign, and
- d. replacement items for your library as requested (at cost).

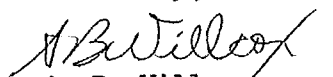
I believe that you will find it advantageous for your Section to own the library, if you wish to have such a display at your meetings. If the Section Secretary will notify me that you wish to purchase it at least six weeks before you need it, we will ship it to you post-paid. If your Section treasury is unable to stand such an expense right now, but you would like to have the library, we can work out generous terms.

6. It has come to my attention that some Section Officers have been concerned over the length of time required to get a notice of time-and-place-of-next-meeting published in the MONTHLY. We have made certain changes in our office procedure to insure that future meeting notices received from Section Secretaries are forwarded to the MONTHLY no later than two days after they are received in our office. (Usually they will go out the same day they are received.) At least two, and sometimes three, months are required to get a notice into the MONTHLY after this information is received in Buffalo. If you wish to minimize the lead-time, you might send a copy of your notice directly to:

Dr. Raoul Hailpern
The AMERICAN MATHEMATICAL MONTHLY
SUNY at Buffalo
Buffalo, New York, 14214

But please do not forget to send the notice to the Washington Office also, so that our information is as current as possible.

Sincerely,


A. B. Willcox
Executive Director

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Enclosures