

# The Mathematical Association of America

(INCORPORATED)

Alfred B. Willcox  
Executive Director



1225 Connecticut Avenue, N. W.  
Washington, D. C. 20036  
(202) 223-1977

Dear Section Secretary:

Enclosed are the usual report forms for your use in connection with your forthcoming section meeting. As soon as possible after the meeting please prepare the following reports and mail one copy to the Washington Office (address above) and one copy to

Dr. Raoul Hailpern, Editorial Director  
The Mathematical Association of America  
SUNY at Buffalo (University of Buffalo)  
Buffalo, NY 14214.

1. Date and place of next meeting. Please use the enclosed form to report this information. It is used to update the information printed for the benefit of your members in the MONTHLY and the TYCMJ and also to update our schedule of shipping mailing labels and other materials to sections in advance of their meetings.

2. Report of newly elected officers. Please use the enclosed form to report this information. Our receipt of this form is our signal to place your new officers on the Section Officers mailing list and send them a packet of informational materials for new section officers.

3. Report of the section meeting. Please prepare a brief report of your meeting for publication in the MONTHLY. It should include the program of the meeting, but not abstracts of papers and addresses. You might remind your speakers who wish to have abstracts published that the American Mathematical Society offers several opportunities for such publication. In particular, the AMS NOTICES publishes abstracts presented by title and the Research Announcements Section of the AMS BULLETIN publishes contributed short notes.

Professor Alex Rosenberg, Editor of the MONTHLY, is especially interested in finding expository and survey articles of high quality for the MONTHLY. Would you please see that he receives a copy of the program for your meeting? Will you also call his attention to any papers or addresses presented at your meeting which seem to be worthy of publication in the MONTHLY? His address is:

before April 26, 1976:

Professor Alex Rosenberg  
Mathematisches Institut  
D-8 MUNCHEN 2  
Theresienstr. 39  
WEST GERMANY

after April 26, 1976:

Professor Alex Rosenberg  
Forchungsinstitut fur Mathematik  
ETH  
CH-8006 ZURICH  
SWITZERLAND

over . . .

As you know, the MAA is currently interested in increasing circulation of MATHEMATICS MAGAZINE and the TWO-YEAR COLLEGE MATHEMATICS JOURNAL. Sample copies are being mailed to you under separate cover, and we hope you will display them prominently at your meeting.

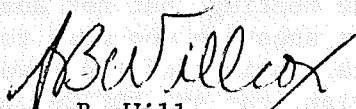
Also under separate cover we are sending application materials for both Individual and Academic Membership. We urge you to invite all persons attending your meeting who are not members of the MAA to join. It is often helpful to a prospective member if you offer to receive his or her application and initial dues payment and send them to the Washington office along with your meeting reports.

The officers and governors of the Association urge you to discuss with persons attending your meeting the benefits of Academic Membership for their institutions. These benefits, which are described on the application forms, significantly exceed in value the modest annual dues. Please urge your members to find out whether their institutions are Academic Members, and, if not, to suggest to the appropriate officials that such membership can result in real savings.

Finally, let me remind you that if your Section has purchased an MAA Publications Library for display at your meeting, you are entitled to a 10% discount on all publications orders received at the meeting. This discount can either be passed along to your members (simply deduct 10% from the total on the Publications Order Forms, which you will receive under separate cover) or withheld by the section for the general support of your activities when you mail orders and payments to our office. This offer extends only to orders received at the meeting and sent to us by the person in charge following the meeting.

Have a good meeting!

Sincerely,



A. B. Willcox  
Executive Director

ABW/lhp

Enclosures