

# The MATHEMATICAL ASSOCIATION of AMERICA

1529 Eighteenth Street, N.W. ■ Washington, D.C. 20036 ■ Telephone (202) 387-5200

Alfred B. Willcox, *Executive Director*

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 of each to the Washington Office (address above). There is a coded return envelope enclosed for your convenience.

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 FOCUS 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 copy of the GUIDELINES FOR SECTIONS.

3. Report of the Section Meeting. Please prepare a brief report of your meeting for publication in the AMERICAN MATHEMATICAL MONTHLY or FOCUS. It should include the program of the meeting, but not abstracts of papers and addresses. Enclosed with this letter are copies of two reports of section meetings as they were published in the MONTHLY. Your report should be presented in a similar format. Note the use of an asterisk to indicate the availability of an abstract from the presenter of a paper. If such information is available from your meeting please include it in your report by similar use of the asterisk.

The 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:

Prof. Herbert Wilf, Editor  
Department of Mathematics E1  
University of Pennsylvania  
Philadelphia, PA 19104

Good section meeting talks also often lead to good talks at national MAA meetings. If there are talks at your meeting that you feel should be

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considered for presentation at a national meeting please send the title, name of the speaker, and comments on the talk to the Secretary of the Association,

Professor Kenneth A. Ross  
Department of Mathematics  
University of Oregon  
Eugene, OR 97403-1222

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

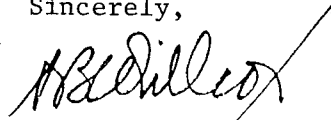
Also under separate cover we have sent application materials for both Individual and Academic Membership. We urge you to invite all persons attending your meeting who are not members of the MAA to join. It is often helpful to a prospective member if you offer to receive his or her application and initial 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 wish you success not only with your meeting but also with your book sale if you have one scheduled. If you do not have your requested book sale materials at this date, please call my Administrative Assistant, Alicia Bennett, immediately.

Have a good meeting.

Sincerely,



Alfred B. Willcox  
Executive Director

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