



The MATHEMATICAL ASSOCIATION of AMERICA

1529 Eighteenth Street, NW ■ Washington, DC 20036 ■ Telephone: (202) 387-5200

March 8, 2006

Dear Professor Weber:

I hope your upcoming Section meeting is exciting and successful. I have enclosed several forms that should be filled out and returned to me after your meeting.

- *Date and Place of Future Meetings:* Please list all known upcoming meetings, even if you don't have specific dates yet.
- *Report of Newly Elected Officers:* Please include all newly elected officers and note any incorrect names, addresses or obsolete positions. Also, please include **EMAIL addresses**.
- *Gratis Membership Forms for Students Presenting Papers at Section Meetings:* Sections are authorized to award free memberships to all students who present papers at Section meetings. The recipients of these memberships are allowed to select any one journal. In case the prize winner is already a member, an MAA-published book can be substituted for the membership. Therefore, the students should fill out **either** the gratis membership form **or** the gratis publication form. The membership department prefers that you send these completed forms to me once you have collected them from all of your students.

Book sale materials are available upon request. Questions about the book sale may be directed to Jessica Azerrad from the MAA Publications department. Her email is jazerrad@maa.org.

MAA/Departmental Liaison stickers are enclosed if you would like to identify these individuals at your meeting.

Membership certificates for 25 and 50-year members are enclosed along with a corresponding address list. The Section Governor will need to sign the certificates before they are presented at your meeting or mailed to these members. I also have a supply of certificates for students who present papers at Section meetings; please let me know if you would like me to send you some.

I have also included brochures advertising this year's professional development opportunities offered as PREP workshops, Project NExT, and flyers concerning MathFest, Undergraduate Mathematics Conferences, and our Career Brochure. We would appreciate it if you would make these materials available to your meeting attendees. Application materials and further details for all programs are available at <http://www.maa.org/programs>.

This year we are providing each MAA Section with complimentary bookmarks to hand out at your upcoming section meeting. Our Marketing Manager Cheryl Adams has included a quantity based on the number of attendees from your previous meeting. If you expect a significant change in the number of meeting attendees compared to last year's count and would like to request more or less bookmarks, please do not hesitate to contact Cheryl directly at 202-319-8462 or cadams@maa.org.

Please phone or email me (hnesbitt@MAA.org) if there is anything more I can do to make your meeting run smoothly.

Regards,

Hal Nesbitt
Program Coordinator

PS: Save the dates for **MathFest** in Knoxville, TN - August 10 - 12, 2006!