

TO: Members of the MAA-NJ Section
FROM: Zhixiong Chen, Secretary
Date: January 30, 2011
RE: Minutes of the Executive Committee Meeting held on January 29, 10 am – 2 pm, 2011 at Middlesex County College, Conference Room, L'Hommedieu Hall, 2nd floor

In Attendance:

Carol Avelsgaard, Zhixiong Chen, Karen Clark, Larry D'Antonio, Paul von Dohlen, Srabasti Dutta, Kaaren Finberg, Bonnie Gold, Thomas Hagedorn, Mark Korlie, Aihua Li, Sarita Nemani, John T. Saccoman, Beimnet Teclezghi, Carlos De La Torre, Dirck Uptegrove, Liz Uptegrove, Chengwen Wang

1. Reports

a. Minutes from the last executive committee meeting

Minutes of the Executive Committee Meeting held on September 25, 2010 at Monmouth University were distributed. The minutes were unanimously amended approved.

b. Treasurer's report

(i) A draft of the Treasurer's Report was distributed. A summary of this draft report as of January, 2011 is as follows:

Balance in checking account as of September 2010,	\$6,952.77
Expenses:	\$2156.14
Revenues:	\$10942.85
Balance in checking account as of January 2011	\$15739.48

(ii) Fall 2010 Joint Meeting with EPaDel (70% EPaDel attendees, 30% NJ attendees)

Meeting Expenses paid by NJ section: \$ 1143.28
Meeting Expenses paid by EPaDel: \$2577.48
Total cost of the conference: \$3720.76 (NJ: 30% of \$3720.76 = \$1116.23)
Total Registration receipts (paypal fees deducted): \$3162.28 (NJ: 30% of \$3162.28 = \$948.68)
EPaDel paid the NJ section: \$948.68 + \$ 1143.28 - \$1116.23 = \$975.73

Other assets: A 7 month CD of \$5,066.90 that matures in March 2011 (interest rate 0.7968%).

Total Assets: \$20,806.38

Interest rates for CD's at bankrates.com

3 year CD \approx 1.85%, 3 year CD \approx 1.5%, 1 year CD \approx 1.27%.

Comments from Karen:

This year we broke the total into 3 pieces: a 3 year CD, a 2 year CD, a 1 year CD with \$4000 in each CD and left \$8000 in Checking for us. Eventually we will buy 3 year CD for all, this way we can get the highest interest rates and get money every year.

Comments from committee members:

- (1) Check ING direct for better rates.
- (2) We lost around \$600 (30% of the total) for Joint meeting.
- (3) Paypal option: charge more for meeting but with cash back?
- (4) Registration online issue: some people did early registration but did not come for the meeting. Then we lost money on the lunches. We will monitor spring meeting, also check if the same people are doing it. We will make decisions after the spring meeting.

c. Book sales report

No book sale in the meeting, so no report.

Committee comments:

We can check Amazon to see if MAA offers ebooks for all MAA published books.

d. Governor's report

Mark Korlie presented the Governor's report on the Board of Governor's meeting during the Joint Meeting 2011 held in New Orleans, January 2011. Here are the main points:

- President Bressoud's term ended after the board meeting on Jan 5, 2011. Paul Zorn of St. Olaf College will serve as President of MAA in 2011-2012.
- The Executive Director of the MAA Tina Straley will retire in Dec 2011. A search for a new Executive Director is underway. John Kenelly will complete 10 years as Treasurer of the MAA by the end of 2011.
- The 2011 MathFest will be held in Lexington, Kentucky, Aug 4-6.
- Attendance of MathFest is increasing, more students go to MathFest
- Membership for the MAA is decreasing. (We can encourage colleagues to participate or increase the membership fee)
- Participation of students in the AMC program has been declining.
- MAA may give membership to high school teachers, not official yet.

e. Section Officers' meeting report

Theresa C. Michnowicz did not go to New Orleans' meeting. Bonnie will distribute information once she gets from Rick Gilman.

f. Awards committee's report

- Hieu Nguyen will get the section service award.
- Teaching Award Committee: two candidates, one of them will get the award.
- Srabasti Dutta needs info for Sister Stephanie distinguish service award.

2. Reflections on Fall 2010 meeting at Monmouth University

a. Feedback from evaluation forms

Copies of evaluation forms from the spring meeting are passed around. Here is a summary of the feedback from the forms:

- Over all, the evaluation is positive

- By large, people like the third technology talk.
- Very good organization.
- Some people thought that the meeting is too long and the lunch discussion is too long.
- Some people liked the lunch discussion.
- Some EPaDel people liked the door prize idea.
- The lunch discussion table: math surprises has half table of students, very nice to talk to the students.
- Lots of complains for no parking lot signs. We need to make sure that it will be good for the spring meeting
- The spring meeting locations for MAA is in the main building (Mega Structure), for students is Center for technology. They are close to each other.

b. Other issues

3. The spring 2011 meeting at Essex County College on April 2, 2011

a.

- Two speakers will give talks in the morning, one will give the talk in the afternoon.
- De Veaux will be the first speaker, then Harris (before lunch). After lunch, contributed papers and student posters, ending with Rogness as the joint MAA-GSUMC speaker.
- There will be 4 MAA contributed paper sessions. Aihua put a request: can we add one more session for graduate students?
Committee members: we will try this for this meeting. If we don't have many people for complex system session or general session, we can merge them so there are not too many sessions at one time. Bonnie will put together a statement for liaisons and Zhixiong will send out the info. All agreed that including the graduate students is a positive thing.

b. Program Schedule: MAA-NJ

Beimnet needs room numbers for contributed paper sessions.

c. GSUMC

- Aihua and Chengwen need to put the schedule together.
- Budget: \$1200 is from national MAA, \$300 is from MAA-NJ section to help the students' lunch. Students' lunch will take the biggest part of the budget.
- Chengwen will check the price for lunch box and cafeteria.
- Each team will pay a \$25 registration fee, that should cover the money for the materials needed for the contest, the certificates and prizes, about \$750
- There were complains about the registration for faculties and students in different places. Committee members: can we let the faculty sponsors who registered and paid in advance pick up their folders with students? Karen: we don't want to do that. It only created mess.

- Students need a lot of food for breakfast, need to know the budget? We may have a sponsor for the breakfast..
- Need to find the price for buffet so that lunch can be distributed fast.
- Parking spaces are sufficient. ECCC has free Saturday parking. It is better for students to park in the parking deck.
- Need to figure out number of rooms for contributed sessions, students poster area, NJ next sessions, competition. A computer lab is reserved.
- ECC people will make sure the buildings are not locked, connected and accessed by people.
- ECC has enough high-tech rooms that can be utilized for the meeting.
- ECC also has many systems that can be carted around so technology should not be a problem
- ECC can provide overhead projector for old fashioned people.
- All three speakers will use computer, so no need to have overhead projector in the Main Hall.

d. Online registration

Paul is monitoring. He made some suggestions and the form was distributed. Google forms were used, but it does not send the confirmation emails. Paul can add on to send out the confirmation.

e. Lunch discussion tables

Currently we have 6 possible tables. Three speakers will have one for each. 3 are from members: Mark, Whittinghall and Srabasti. Usually we have 5 tables. Srabasti would not mind not doing it.

f. Presiders of talks

Terry already invited presiders. Some have not responded yet.

g. NJ-NExT

- A new group will start this spring. It will run a year and half with a budget < \$300
- For this spring: there are 2 sessions before MAA spring meeting. From 4pm-9pm on Friday. Need a good restaurant for dinner. On the spring meeting day, 2 sessions for NJ-NExT fellows.
- When arrange the contributed paper sessions, need to put NJ-NExT fellows as first speaker.
- So far, John has 5 applications and Kaaren has 3 applications, most are from 2 year college.
- Will call dept chair to get more applicants.
- John will send info to Zhixiong and Zhixiong will send to all the liaisons to pass the info to both 2-year and 4-year colleges.

h. Deadlines

- March 12 is the main deadline.

- Folders need to be printed by ECC people and cost of the folders can be charged on the section.
- The binder should include: program, evaluation form, silent auction and door prize form, name tag and lunch ticket.
- Need to invite the administrator to do the welcome speech, better to be the president or the dean.
- Beimnet is using doc for the program.
- We should have 2 separate programs: one for GSUMC and one for MAA.
- GSUMC committee provides program to the host. A set of programs should be provided to the people who attend MAA meeting. Add 10%-15% amount of folders over the number of registered.
- GSUMC program and MAA program will be printed out. Students and faculties will have different booklets, but they all have the same schedule in it.
- Deadlines are firm.

i. Food

- There is a break after the first talk, coffee, tea or water should be available.
- Refreshments: coffee, tea and water are needed with cookies or brownies or fruits.
- Before the last talk, there should be refreshments for both GSUMC and MAA people.

j. Evaluation forms

We will use the old form. Bonnie will send out the next day.

k. Publishers Exhibits

Three publishers will come. Usually one table for each. They will pay more if they need two tables.

l. Insurance costs

School may need insurance covering accidents. MAA has insurance to cover accident.

m. Other issues:

- We need 2 tables for MAA book sales, 2 tables for registration, 2 tables for silent auction, 1 table for food and 1 table for GSUMC registration.
- MAA has a new policy: they will charge tax for book sales in NJ. We need forms for people who order books from MAA.
- Dinner place is needed for speakers and members. Not too expensive: under \$20 for 12 to 20 people around 5:30pm. Direction is needed.
- Registration fee: \$3 cheaper in advance. Only members for 25, 50 years get lunch for free.

4. Future meetings

a. Fall 2011: Montclair State University, 10/29/2011

(1) Speakers

Suggestions are needed.

No definite speaker right now, but have somebody in mind.

(2) Workshops

One workshop will probably be by Keith Weber (Rutgers GSE) and Evan Fuller (Montclair) on their work on proofs in undergraduate mathematics.

Other workshop possibilities were discussed.

(3) Logistics (business meeting, book sales, silent auction, etc.)

It is planned that the fall 2011 executive committee will be at in September 2011, a potential date: 9/10/11.

- b. Spring 2012:** Saturday, March 31, Raritan Valley Community College; contact people: Lori Austin <laustin@raritanval.edu> and Siham Alfred <salfred@raritanval.edu>
- c. Fall 2012:** Possible meeting jointly with MetroNY, hopefully at a college reachable easily by their members by public transportation, such as NJCU, NJIT (and maybe on a Sunday, since we've not had a Sunday meeting in a while)

1. Old Business:

6. New Business

a. New people

Chengwen become the vice chair for 2-year college. Zhixiong will fill in Aihua's position as the secretary. Sarita will replace Olcay as the door prize coordinator.

b. Search for new committee members

Comments/suggestions:

- We need somebody to run for governor. The nominating committee is seeking people for this position.
- Four committees and length of terms info was handed out. Need to have some rotation of membership. The possible length of term was discussed. it was decided that the awards committee will be increased to 4 people.
- The people who have been on the committee longest time will be rotated off one per year, and a new member of the committee will be appointed. The chair will send thank you letter to the people who rotate off the committee.
- Please send suggestions for potential new committee members to the Chair.
- Chengwen volunteered to be on the general contributed paper selection committee while Carol steps down from this committee.
- Terry has been an excellent chair for the general contributed paper selection committee. She sees to things done with a timely fashion.
- For now, a new standing rule: until changed, the vice chair for innovations is in charge of selecting lunch discussion tables and contributed paper sessions.