

TO: Members of the MAA-NJ Section
FROM: Zhixiong Chen, Secretary
Date: September 8, 2012
RE: Minutes of the Executive Committee Meeting held on September 8, 10 am – 2 pm, 2012 at Middlesex County College, Conference Room, L'Hommedieu Hall, 2nd floor

In Attendance:

Carol Avelsgaard, Shabnam Beheshti, Zhixiong Chen, Karen Clark, Amy Cohen, Paul von Dohlen, Bonnie Gold, Thomas Hagedorn, Aihua Li, David Marshall, Theresa Michnowicz, Sarita Nemani, Dirck Uptegrove, Liz Uptegrove, Chengwen Wang, Robert Wilson

We congratulated Aihua Li for getting the two grants for GSUMC.

Reports

a. Minutes from the last executive committee meeting

Minutes of the Executive Committee Meeting held on January 28, 2012 at Middlesex County College University were amended and approved.

b. Treasurer's report

Karen discussed the following issues:

1. For last spring's meeting, we chose the menu before we found out the details: there was a \$600 labor fee—too much since we had no grant last year. In the future meeting, we probably need to get the details as soon as possible.
2. For the spring meeting, we gave out too many free meeting registrations; that cost us too much. Here are the solutions:
 - Karen proposed that for first time attendees, we will charge half of the registration fee. This was approved unanimously.
 - Bonnie proposed that for executive members will pay full registration fee. This was approved unanimously.
 - We will not charge speakers and students for registration, and won't charge speakers for lunch. (This doesn't apply to contributed paper session speakers.)
 - Sarita proposed that executive members rotate to sit at the registration, book sale, door prize, etc. tables; then everybody can go to talks. Paul volunteered to do the form electronically and people will submit the sheet online for the time slots they need help. This was approved unanimously.

c. Book sales report

We got \$196 with our buy-one-get-one-free policy.

d. Governor's report

Bonnie Gold presented the report on the Board of Governor's meeting during the MathFest. Here are the points worth noting from Bonnie:

- For the third year out of the last four, two of the three awardees of Haimo awards come from CA; none have EVER come from NJ. This led to a resolution, approved by the Board, requesting an investigation.
- Issue with MAA finance—fund raising, selling more textbooks.
- The policy of double-blind refereeing for all MAA print journals was approved.
- Anything needs to be sent out to section members should be sent to the section secretary and the secretary will it send to MAA for them to send out.

e. Awards Committee report

- The committee had a discussion about the upcoming award. They agreed on the names and the chair is taking care of it.
- The deadline for the teaching award is the Friday (Nov 9) after the fall meeting (Nov 4)
Discussion: we hadn't had award for two-year colleges for a long time; people are encouraged to nominate and send to Zhixiong the names. The person should qualify the following criteria:
 1. Good teacher
 2. Current MAA member
 3. Cannot be retired
 4. Don't have to meet all the standards for the Haimo award.

f. Nominating Committee's report

We will have election for Chair, Vice-Chairs and Secretary at the fall meeting. Paul passed the candidates' list. Here are some important points:

- 2/3 of members at the business meeting need to approve anyone serving beyond term limits (in this case, Terry for Vice-Chair for Innovations).
- We should put the announcement online.
- Term of the chair of the nominating committee should be 2 years, term of the members of the nominating committee should be 6 years.

g. Section officers meeting report

Aihua gave the report, many things are already discussed with governor's report. Here are some additional important issues:

- Section secretary should have a Google account so he/she can access the online reporting system.
- The themed event for 2013 is Math of Planet Earth.

- The “PIE” program, more information will be given in fall.
- MAA book sales will be migrated to electronic sales.
- We can give people a discount code at the meeting to buy books.

h. Reflections on spring 2012 meeting at Raritan Valley Community College

Paul distributed the feedbacks from the meeting.

Discussions:

Karen: too many onsite registrations, we need to encourage people to pre-register for the meeting.

Amy: maybe we can put a laptop on the registration table.

Fall 2012 Meeting at Rutgers University on November 4.

1. Contacts: Amy Cohen (acc@math.rutgers.edu).
2. Speakers: Annalisa Crannell, Franklin & Marshall College; Robert Bell, ATT, Chris Woodward, Rutgers. Talk given order: Robert, Chris, Annalisa.
3. Workshop: Annalisa Crannell;

Contributed paper sessions:

- (1) Initiatives in math education: we have 3 talks about math education;
 - (2) General contributed paper session: Larry got one submission, Sarita volunteered to give one talk, we need one more. Deadline for submissions will be extended to September 14.
4. Program schedule for MAA-NJ meeting. Date for submitting papers for spring, 2013 is 2/16/2013.
5. Deadlines:

8 weeks	September 7
	– abstracts for contributed papers, lunch discussions and paper session titles for Spring, 2013 meeting due (Larry D’Antonio)
	– online registration information due (Paul VonDohlen)
45 days	September 20 – online registration open (Paul), postcards mailed (Beimnet)
3 weeks	October 12 – program information due to program editor (Beimnet)
10 days	October 24
	– final draft of program sent to host and website (Beimnet)
	– preregistration deadline, registration count sent to Rutgers

Amy provided information on the Rutgers meeting:

a. Room requirements:

- Amy wants to add one lunch table for undergraduate research
- 2 speakers want a data projector and Chris wants an overhead projector.
- We need the room which can fit 30-40 people.
- We need signs to guide people to the places.
- There is no official Project NeXT activity at the meeting, just a lunch table.
- For lunch discussion table topics, we have 3 topics in addition to undergrad research.

b. Food

- Lunch should be no more than \$15.
- We need more food for vegetarians.
- Buffet is a better choice than lunch boxes.

c. Printing the program

- The hosting school needs pdf or doc file for the program.
- Carol will modify the distributed schedule as discussed and email it to Paul.

d. Communication:

None of the speakers needs lodging. Host needs to provide parking permits.

e. Provide an introductory speaker from the hosting school.

We will invite the executive dean to talk.

f. Arrange for parking:

- Signs should be clear, better in bright colored paper.
- Will ask some undergraduates to help out
- There is no parking fee.
- Parking lot will be posted online.
- Those pre-registered will receive a parking permit.

g. Dinner

Two potential restaurants are in Highland Park.

h. Other issues

- Any hidden fees? The host will not use their university dining service.
- Need to look at the custodial fee for Sunday afternoon—possibly will be waived.
- Need to check the insurance.

Future meetings

1. **Spring 2013 – Felician College, Saturday, April 13, contact Elizabeth Uptegrove, uptegroove@felician.edu**

- Deadline for general contributed paper session is 2/13/2013.
- We already have one speaker, Ravi Vakil.
- MAA sectional visitor/s program:
We discussed possible additional speakers.
- Workshop for GSUMC: we can use the grant to pay for 2 speakers.
- GSUMC has a banquet, we can invite some former students—see Aihua’s budget report.
- Grant from MAA will cover students’ lunch and snacks. The workshop is free (no registration fee).
- Hieu should give a speech on history of GSUMC at the GSUMC’s banquet; he is the founder of this conference.
- We need a committee to select award recipients.
- We can bring students to the banquet.
- Aihua will do a survey about the date for the undergraduate research workshop.

2. Fall 2013

Site: Rowan is a possibility. OCCC is another possibility. Contact Larry about this.

3. Spring 2014

Possible site: Seton Hall

4. Fall 2014

Joint meeting with NY section.

Old Business:

- Carol distributed the committee information sheet. We discussed the responsibilities.
- For the Teaching Award Committee, Carol will temporarily take place Kenneth Wolff whose term ends this fall until a section award winner steps in.
- The contributed paper committee will be a committee that has people not from executive committee.
- The award committee should be a committee of people who are from executive committee. Sarita Nemani volunteered for this committee.