

TO: Members of the MAA-NJ Section

FROM: Naomi Shapiro, Secretary

**RE: Minutes of the Executive Committee Meeting held on February 5, 2005
The College of New Jersey, Ewing, NJ**

In Attendance: Carol Avelsgaard, Karen Clark, Amy Cohen, Larry D'Antonio,
Bonnie Gold, Michael Jones, Mark Korlie, Cathy Liebars,
Reginald Luke, Teresa C. Michniwicz, Hieu Nguyen, Naomi Shapiro

1. Reports

(a) Minutes from the last executive committee meeting

Mark Korlie distributed the minutes of the Executive Committee Meeting held on May 8, 2004 at the College of New Jersey. In the list of possible speakers for the joint session with GSUMC, the phrases (1st choice) and (2nd choice) were omitted. With this change the minutes were unanimously accepted.

(b) Treasurer's Report

Karen Clark distributed the Treasurer's Report for the Fall 2004 meeting, and a Section Financial report as of February, 2005. The Section received \$1500 as GSUMC reimbursement from MAA. From a \$5000 CD, the Section rolled over \$3000 and placed \$2000 into its checking account. It was noted that the Section lost about \$1000 on the Fall meeting. The cost of duplication and postage for about 900 MAA members for flyers and programs was over \$600. The Section has about \$30,000 in CD's.

A summary of the Treasurer's report as of February, 2005 is as follows:

Balance in checking account as of 5/7/04:	\$ 1,711.78
Revenue (MAA-NJ Fall meeting)	2,552.92
Expenses (MAA-NJ Fall meeting)	- 3,546.23
GSUMC Reimbursements	1,500.00
MAA subvention	1,200.00
Interest and transfer from CD	2,013.58
Other expenses	- 1,161.43

Balance in checking as of 2/4/05	\$ 4,270.62
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The committee accepted the Treasurer's Report.

(c) Governor's Report

Since Reggie Luke had been unable to attend the Governor's meeting in January, Amy Cohen reported instead. The MAA and AMS have joint committees on research in undergraduate education, and on mutual concerns. They discussed a national education policy and a new strategic planning scheme. There is now a committee on Web policy and procedures. They discussed the difficulties placed by the U.S. State Department on foreign mathematics trying to enter the U.S.

(d) Section Officer's Meeting Report

The following topics were mentioned:

There will be increased support for the MAA Governors to attend meetings.
Project ACCESS was started this Fall. There are 28 members nationally.
ACCESS fellows must go to Section meetings.
In the annual report. the Secretary can recommend people to serve on national MAA committees.
For a revision of the Section by-laws, it was suggested that the Section consult the Committee on Sections.
The national MAA sends letters to new members.
In order not to have to pay income tax, the MAA logo should appear on items sold by the Section.

(e) Awards Committee:

Teresa Michnowicz suggested, and the Committee agreed, that the name of the Section award for Meritorious service be changed to the MAA-NJ Distinguished Service Award. The Awards committee has decided that Revathi Narasimhan from Kean University will get the Distinguished Service Award at the Spring 2005 meeting. Barbara Osofsky from Rutgers University was awarded the national award for Meritorious Service at the Joint Mathematics Meeting in January, 2005. The New Jersey Section can next submit a candidate for consideration for a national Meritorious Service Award to be given in 2010. The candidate must be nominated before the summer of 2009.

(f) Bylaws Revision Committee:

The proposed changes to the bylaws, as had been previously amended at the Fall, 1977 meeting, were discussed. Further changes were proposed.
Article III, 3 will add the phrase “with the consultation of the Executive Committee”.
Article III, 5, paragraph 5 will read: “Officers are eligible for re-election at the end of a term, except that no officer may serve in the same office for more than two consecutive elective terms.”
Article III, 7, a) ii) will add the phrase “with the consultation of the Executive Committee”.
Article III, 7), a), iv) will remove the word “ultimately”.
Article III, 7), a), v) will be omitted.
Article III, 7), d), i) will remove the word “functional”.
Article III, 7), g), i) will read: “organize student activities for section meetings”
Article III, 7), h), vi) will read something like “report to the Executive Director of the MAA the place and date of the future meetings and the names of newly elected officers. This shall be done in a timely fashion.”
Article III, 7), h), vii), will read something like “after each section meeting, give to the Executive Director of the MAA a report of the section meeting.
At the appropriate time, submit an annual report. “
Article III, 7), h) viii) Some statement such as the following should be added: “be responsible for correspondence, and act as liaison with the National Association”.
Article III, 7), i) i) the phrase “including book sales” will be added.
Article III, 7), i) ii) the word “annual” will be replaced by “Section”.
Article III, 7), i) iii) will be added: “make an annual report”.

Article III, 9), a) and b) Instead of “If a vacancy shall occur”, it will read, “If a vacancy should occur” .

Article III, 9), d) refers to Article III, Section 9(a).

Article IV, 1) omit the word “normally”.

Article VI, 2) add something about selecting candidates to run for Governor of the Section.

The Bylaws Revision Committee will rewrite the proposed changes in the Section bylaws to accommodate these additional changes.

(g) Guidelines for websites

Michael Jones reported that the Section webpage must conform to the National webpage. The icosahedron should appear on the page. There should be a link to the MAA non-discrimination policies. The page should open with the same header as the national page with links on the side. Much information is listed in the archives.

There will also be a web page for the GSUMC .

An updated list for host responsibilities will appear on the Section site.

2) Reflections on Fall, 2004 meeting

(a) Evaluations

It was decided to continue the evaluation forms given to meeting attendees.

(b) Host institution responsibilities

The committee wants to add to the list that was distributed:

Provide adequate space for lunch discussion tables with identification as well as some open tables.

The institution should have registration forms for walk-ins, and give receipts for money collected.

There should be cards posted with rates to be charged.

Two tables should be provided for the silent auction.

The host institution should provide for custodial services.

Signs should be made and appropriately placed on tables and around the campus.

The host institution should arrange parking.

Cash boxes should be provided.

The price of lunch can go up to \$15 if necessary.

(c) Project NEXT

There will be an insert for Project NEXT fellows in the next meeting program.

3) Spring 2005 meeting April2, Middlesex County College

a) GSUMC (Garden State Undergraduate Mathematics Conference)

The Mathematics Competition will take place in the morning.

There will be both a group problem session where 3-person team members are allowed to collaborate as well as an individual session where students work independently.

After lunch, there will be three career workshops. This will be followed by student talks and a poster session which will be concurrent with the MAA contributed paper session. Colin Adams from Williams College will be the plenary speaker scheduled for the afternoon.

The Executive Committee agreed that the fee for each participating team be raised

from \$10 to \$15. This entitles the team to free lunches and registration for the faculty advisor.

b) Speakers

Sir Randolph Bacon III, Edward Sandifer, and Philip Holmes will give talks at the Spring 2005 meeting.

c) Contributed paper sessions

There was a call for contributed papers for three specified topics and one general session. The topics are

1) Discrete Mathematics: Pedagogy, Projects, Research

2) Mathematics and Art

3) Applications of Mathematics to the Social Sciences and Finance

The papers accepted have been chosen on a first-come first-served basis.

d) Lunch discussions

There will possibly be 6 tables: one for each of the three invited speakers, and one for each of the contributed paper topic sessions. Members have until March 1 to suggest lunch discussion topics.

e) NJ-NEXT

It was suggested that NJ NEXT fellows be eligible to win door prizes even though they may not be present at the drawing due to attendance at NEXT workshops.

f) Evaluation forms

It was decided to continue distributing evaluation forms at the next meeting.

g) Other issues

The Section gives those who were MAA members for 25 years free registration and a free lunch. In addition, those who were members for 50 years receive a free dinner for the member and a guest. A list is kept with the national office. The Secretary will send a letter to these members, and will inform Carol Avelsgaard at Middlesex County College of the names on this list before the Spring meeting.

Trifolds and tables will be available for the poster sessions.

4) Fall, 2005 meeting Monmouth University

a) Date:

The Fall 2005 meeting will be held at Monmouth University on Sunday, November 6, 2005.

b) Speakers

There will be 3 speakers. One will be David Bressoud from Macalester College. He will also be doing a workshop on the CUPM Curriculum Guide.

c) Workshops

Amy Cohen will organize the workshops.

5) Future meetings

a) Dates and locations

April 8, 2006 at Georgian Court University for 50th Anniversary meeting

6) New Business

a) length of time of talks

The committee agreed that 50 minutes would be allotted for each invited talk.

b) other issues

1) The committee agreed that we could negotiate a lunch for \$12-\$15. If necessary, the price for lunch would be raised to \$15..

2) The committee agreed to give up to \$500 to help finance an officer to attend the summer's Section Officer's Meeting.

3) The committee agreed to change the acceptance policy of contributed papers from first-come, first-served, to a policy based on broadening participation and quality of the paper. This new policy would start next Fall.

Submitted by Naomi Shapiro, Secretary MAA-NJ