

TO: Members of the MAA-NJ Section
FROM: Mark S. Korlie, Secretary

RE: Minutes of the Executive Committee Meeting held on May 8, 2004
The College of New Jersey, Ewing, NJ

In Attendance: Reginald Luke, Cathy Liebars, Michael Jones, Karen Clark, Bonnie Gold,
Theresa Michnowicz, Larry D'Antonio, Hieu Nguyen, and Mark Korlie

1. Reports

(a) Minutes from the last executive committee meeting

Mark Korlie distributed the minutes of the Executive Committee Meeting held on January 31, 2004 at Middlesex County College. It was unanimously accepted.

He also distributed copies of the Section's book sale report for the Spring 2004 Section meeting. The amount for total sales was \$1,397.20.

(b) Treasurer's Report

Karen Clark distributed the Treasurer's Report for the Spring 2004 meeting and the Section Financial Report for the year 2003. There were two errors (costs for dinner for speakers and fruit baskets) in the Treasurer's Report for Fall 2003. The correct costs are \$57.80 (dinner for speakers) and \$164.94 (fruit baskets). Therefore, as of January 31, 2004, the balance in the checking account was \$4,222.51 instead of \$4,270.25, which was reported in the minutes of the Executive Committee meeting held on January 31, 2004.

The Section Financial Report for 2003 is as follows.

Beginning balance (12/31/2002) -----	\$33,048.94
Total revenues -----	\$6,563.31
Total expenses -----	\$7,085.90
Ending balance (12/31/2003) -----	\$32,526.35

It follows from the report that the Section lost \$522.59 in 2003.

A summary of the Treasurer's Report for Spring 2004 is as follows.

Balance in checking account as of 1/31/04 ----	\$4,222.51
Revenue (MAA-NJ Spring meeting) -----	\$2,934.90
Expenses (MAA-NJ Spring meeting) -----	\$4,322.26
GSUMC Revenue -----	\$370.00
GSUMC Expenses -----	\$1,493.37
Balance in checking account as of 5/7/04 ----	\$1,711.78

The Committee accepted the Treasurer's Report.

(c) Governor's Report

Reginald Luke and Theresa Michnowicz will prepare the citation for the Section's nominee for the MAA Certificate of Meritorious Service Award. The award must first be approved at MathFest 2004 by the MAA Board of Governors. The citation will appear in the Fall 2004 Section meeting program, and the Certificate for the Award will be presented to the recipient at the Joint Mathematics Meetings in January 2005.

(d) Awards Committee

The Section Meritorious Service Award will be presented to Reva Narasimhan at the Spring 2005 meeting.

(e) Nominations Committee

The Nominations Committee nominated the following candidates for the positions listed below.

Chair Elect: Mark Korlie, Montclair State University
Vice Chair for Speakers: Hieu Nguyen, Rowan University
Secretary: Naomi Shapiro, Georgian Court University

(f) Bylaws Revision Committee

Reginald Luke, Bonnie Gold, Theresa Michnowicz, and Mark Korlie will meet to revise the Section's bylaws. A draft of the revised bylaws will be available for the Fall 2004 meeting.

2. Reflection on Spring 2004 Meeting at Rutgers University

(a) Garden State Undergraduate Mathematics Conference (GSUMC) report

Hieu Nguyen distributed copies of the GSUMC report. The GSUMC was a big success! There were 96 students and 32 faculty (including guest speakers, panelist, etc.) participants. A summary of the conference financial report is as follows.

Total cost of Conference -----	\$2,751
Total Revenues -----	\$370
Total net cost of conference -----	\$2,381
NJ-Section contribution -----	\$1,357
Other contributions -----	\$28
MAA-NJ request for reimbursement ---	\$1,136

Larry D'Antonio is the new director for the GSUMC. He will write the grant proposal to get funding for the next conference.

(b) Lunch

More coffee and lunch boxes were needed for the Spring 2004 meeting at Rutgers University. The Section will provide more choices for lunch in the future. Perhaps pizzas for students will be included.

(c) Host Institution Responsibilities

Cathy Liebars will update the list of host institution responsibilities as she and her colleagues prepare for the Fall 2004 meeting.

(d) Dinner invitation for teaching award winner

Dinner invitation will be sent to the teaching award winner prior to the meeting. The award winner can bring a guest to dinner. Invited speakers will also be invited to dinner prior to the meeting.

(e) Registration forms for walk-ins

The host institution will have registration forms for walk-ins available during the meeting.

(f) Lunch table sign-ups

Participants will rank three preferences for lunch discussions tables on their registration forms. Hieu Nguyen will modify the online registration form to include space for this information.

Overall, the Committee agreed that the Spring 2004 meeting at Rutgers University was very successful.

3. Fall 2004 Meeting at The College of New Jersey (November 13, 2004)

(a) Speakers

The three speakers for the Fall 2004 Meeting are

- David Holmes, The College of New Jersey
- Joseph O'Rourke, Smith College
- Frank Farris, Santa Clara University, CA (MAA National Speaker)

(b) Lunch discussions tables

Each invited speaker will lead a lunch discussion table. Reginald Luke informed the Executive Committee that Carol Avelsgaard will lead a lunch discussion table on "History of Mathematics". Theresa Michnowicz will organize the lunch discussions tables. There will be a lunch discussion table for NJ-NExT.

(c) Workshops

Cathy Liebars will organize the workshops. Joseph O'Rourke will conduct a workshop. An additional one or two workshops will be chosen from the list: PMET (Preparing Mathematicians to Educate Teachers), Webwork (Karen Clark has volunteered to conduct it), and Origami (Tom Hall may conduct it).

(d) NJ-NExT

Bonnie Gold will organize a new group of NJ-NExTers beginning Fall 2004. The group will meet during the week of the Fall 2004 Section meeting. There will be workshops for participants on the night before the Section meeting and during the Section meeting. There may be a workshop after the contributed papers session. However, NJ-NExTers will still be able to win door prizes. A faculty member that is within 5 years of teaching at a New Jersey institution is eligible to participate. Travel expenses for workshop presenters will be covered by the Section/NJ-NExT. Participants' institutions will pay for hotel expenses.

Bonnie Gold will contact Chris Stevens (Project NExT Director) for a list of NJ applicants that were not accepted as national Project NExT Fellows. These

candidates will then be contacted to apply for NJ-NExT. The deadline for applying for NJ-NExT will be around the third or fourth week of September 2004.

Karen Clark has agreed to host the NJ-NExTers at her home for a mixer/picnic. Participants will have dinner on Friday night and on Saturday night (in conjunction with the Section's invited speakers dinner).

(e) Evaluation forms

Hieu Nguyen will include questions for meeting evaluation on the online registration form.

(f) Other issues

The deadline for submitting items for the Fall 2004 meeting program is October 29, 2004.

The titles of contributed papers sessions for the Spring 2005 meeting will be printed in the Fall 2004 program.

4. Spring 2005 meeting

The Spring 2005 meeting will be held on April 2, 2005 at Middlesex County College

(a) Speakers

Possible speakers are as follows.

- Doris Schattschneider, Moravian College
- Nancy Kopell, Boston University
- Deborah Ball, University of Michigan (School of Education)
- M. Kathleen Heid, Penn State (Math Education)
- Ed Dubinsky

Possible speaker for the joint session with GSUMC

Colin Adams, Williams College

Bob Devaney, Boston University

(b) Contributed papers sessions

A call for organizers for contributed papers sessions will be posted on the Section website. The deadline for submitting proposals for organizing contributed papers sessions is October 22, 2003. Proposals will be submitted to Theresa Michnowicz.

Each session organizer will receive a form to record the number of people attending his/her session.

There will be 4 contributed paper sessions (1 general papers session and 3 special sessions). Abstracts for all contributed papers are due by March 1, 2005 (deadline).

(c) GSUMC

All members of the Organizing Committee and members of the Advisory Board for the 2004 GSUMC will work with Larry D'Antonio to plan and run the 2005 conference. Diana Thomas (Montclair State University) has agreed to serve on the organizing committee. One member of the Host Committee at Middlesex County College will serve as the liaison/contact person for the GSUMC.

Possible Workshops

Zoom Tools (interactive) by David Richter, William Paterson University

The GSUMC will consider awarding cash prizes and best poster award.

(d) NJ-NExT

There may be a possible session for NJ-NExTers after the meeting.

5. Future meetings

(a) Fall 2005 meeting

The Fall 2005 meeting will be held on a Sunday.

(b) 50th anniversary meeting (Spring 2006)

The Spring 2006 meeting will be held at Georgian Court University. It will be dedicated to Sister Stephanie Sloyan (Georgian Court College) and Henry Pollak (Bell Labs).

6. New Business

(a) Executive committee perks

A motion that Section officers receive free registration for all meetings passed with 6 votes in favor and 2 abstentions.

(b) Announcements

Theresa Michnowicz complimented Hieu Nguyen for his outstanding work as founder and Director of the 2004 GSUMC. The Committee agreed that Hieu Nguyen did an outstanding job and complimented him.

Theresa Michnowicz informed the Committee that Dawn Lott (past Vice Chair for Speakers, NJ-Section) is one of the invited speakers at MathFest 2004. She will give the MAA-NAM David Blackwell Lecture.

The next Executive Committee meeting will be held on a date to be announced later.