


MEMORANDUM

WESTERN ILLINOIS UNIVERSITY

Computer Science Department

TO: All Section Secretaries
Mathematical Association of America

FROM: MAA Committee on Sections
David Ballew, Chairman 

SUBJECT: a) Annual Section Report (Form attached)
b) Meeting of Section Officers
at 1988 Summer Meeting

DATE: April 1, 1989

It is again time for our Committee to solicit the Annual Reports from the twenty-nine Sections. You and your predecessors have been very cooperative in returning the eleven previous Reports promptly. As you probably know, the Committee studies these Reports and prepares a summary for distribution at the Summer Meeting of Section Officers and to members of the Board of Governors. The full reports are then filed in the Washington office.

Please fill out and return the attached Annual Report to me no later than May 31, 1989. I suggest that you make at least three copies of the completed Report -- one for the Section files, one for the Section Chairman, and one for the Section's official representative to take along to the Summer Meeting.

The Chairman of your Section should be asked NOW to designate your Section's official representative to the Meeting of Section Officers, which will take place in Boulder in August. You are to report the representative's name and address on the Annual Report form. That person will receive travel reimbursement approximately equal to the cost of a supersaver round-trip air coach ticket to Boulder. The Section Officers' Meeting is tentatively scheduled in Boulder for the evening of Sunday, August 6. The time will be confirmed or corrected in the published program, as well as in a letter which I shall send to all designated representatives several weeks prior to the Meeting.

It is entirely up to each individual Section to choose its official representative. The key thing is that the representative should be a currently active Section leader who can be counted on both to bring information and questions to the Meeting and to report back to the local officers anything he or she picks up which might be helpful to the Section.

At Boulder we will again have a table in the meeting area on which Section representatives may display copies of meeting programs, brochures, and other printed materials which have been distributed during the year. Your representative is encouraged to contribute to this display and to examine the materials of other sections. You may also attach such items to your Annual Report for the Committee's information and for placement in your Section's file in the Washington office.

PLEASE SUPPLY YOUR OFFICIAL REPRESENTATIVE WITH (1) a copy of this letter, and (2) a copy of your completed Annual Report.

Many thanks for your continued help!

enclosure

c: President Barrett
Secretary Alexanderson
Secretary Ross
Committee on Sections
Section Chairs
Section Governors

Members of the Committee on Sections

Gerald Alexanderson
Howard Anton
Barbara T. Faires
Linda C. Hill
Douglas W. Nance
John D. Neff

Kenneth A. Ross
M. Stephanie Sloyan
John M. Smith
Linda R. Sons
Alfred B. Willcox ex-officio

	Fall	Spring
How many invited addresses were given at your meeting(s)?	_____	_____
How many contributed papers were given?	_____	_____
How many student papers were given?	_____	_____
How many panel discussions were given?	_____	_____
Did you have a Workshop or Short Course at your Meeting? If so, what was the fee?	_____	_____
What was (were) the topic(s) and Presentor(s)?		

Does your Section have a Summer Short Course? If so, what is the fee? _____

What was (is) the topic(s)?

How was participation by type of institution? (Good? Fair? Poor?)

PhD _____ 4-yr _____ 2-yr _____ HS _____ Industry _____

3. Was your meeting(s) successful? What would you recommend to other Sections that they do to make their meeting(s) successful?

4. What Public Awareness Activities has the Section performed (or plan to perform)?

5. How many student chapters are there in the Section? _____

6. What kind of activities does the Section provide for student chapters?

7. The September issue of FOCUS is designated as "FOCUS on Sections" and will contain at least one or two paragraphs about the activities of each Section. For example, see last September's issue. What would you like to see mentioned in the paragraph(s) about your Section and its activities?

8. The National Program Committees and the Program Committees of other Sections are always looking for good speakers and topics. We would like to provide a list of the best Section presentations to both groups. Who were the best in your Section, and what were their topics?

9. The Committee on Sections is charged with providing aid, leadership, and other forms of help to the Sections. What can we do to help you? What kind of services would you like to see us provide?

PLEASE MAIL THIS TO:

DR. DAVID BALLEW, CHAIR
COMMITTEE ON SECTIONS
DEPARTMENT OF COMPUTER SCIENCE
WESTERN ILLINOIS UNIVERSITY
MACOMB IL 61455

THIS INFORMATION WILL BE USED TO PROVIDE THE ANNUAL REPORT TO THE MAA BOARD OF GOVERNORS. THANK YOU FOR YOUR HELP. YOU WILL BE SENT A COPY OF THE SUMMARY.