



# The MATHEMATICAL ASSOCIATION of AMERICA

1529 Eighteenth Street, N.W.



Washington, D.C. 20036



Telephone (202) 387-5200

June 1995

## MEMORANDUM

TO: All Section Secretaries  
Mathematical Association of America

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FROM: Linda C. Hill, Chair  
Committee on Sections

RE: Annual Reports from Sections

It is again time for our Committee to solicit the annual reports from the twenty-nine Sections of the Association. You and your predecessors have been very cooperative in returning reports in previous years. As you probably know, the Committee on Sections studies these reports carefully and prepares a summary for distribution at the Summer Meeting of Section Officers and to members of the Board of Governors. The report is also used to prepare the annual "FOCUS ON SECTIONS" which will appear in the October issue of FOCUS. The full reports are then filed in the Washington office.

Please fill out and return the attached annual report to Mary McLean Bancroft in the Washington office no later than July 1, 1995. I suggest that you make at least three copies of the completed report: (a) one for the Section files, (b) one for the Section Chairman, and (c) one for the official Section representative to take to the summer meeting of Section Officers.

You may submit your annual report electronically if you choose. If you would like an electronic copy of the annual report form and did not already receive one, please send a request to Mary McLean at <[mbancrof@maa.org](mailto:mbancrof@maa.org)>.

The Chair of your Section should NOW designate your Section's official representative to the Burlington meeting of Section Officers, which will take place on Sunday, August 6 from 4:00-6:00 p.m., location TBA.

It is entirely up to each individual Section to choose its official representative. This representative should be a currently active Section leader who will bring information and questions to the meeting and then report back to the officers of the Section anything which might be helpful to the Section.

You might wish to attach to your annual report items such as copies of meeting programs, brochures, short course announcements, and any other printed materials which have been distributed during the year, for the Committee's information and for the Section's file in the Washington office. We do receive copies of the Section newsletters, so there is no need to attach these.

PLEASE SUPPLY YOUR SECTION'S OFFICIAL REPRESENTATIVE WITH

- (a) a copy of this letter, and
- (b) a copy of the completed annual report form.

Many thanks for your continuing help!

cc: President Ross  
Secretary Alexanderson  
Committee on Sections  
Section Chairs  
Section Governors

Members of the Committee on Sections

Yousef Alavi	Western Michigan University
Aparna W. Higgins (ex-officio)	University of Dayton
Linda C. Hill (chair)	Idaho State University
Laura L. Kelleher	Massachusetts Maritime Academy
Genevieve M. Knight	Coppin State College
Roger B. Nelsen	Lewis and Clark College
David L. Sherry	University of West Florida
Vernice Y. Steadman	University of the District of Columbia
David R. Stone	Georgia Southern University
Marcia P. Sward (ex-officio)	The Mathematical Association of America
Eileen T. Wu	Menlo College