

Date	Category	Motion
11/5/1991	Financial	(mail ballot) Motion to authorize Carol Westfall to obtain the professional services of a tax attorney at a cost not exceeding \$6000 to obtain 501(c)3 status for AMATYC.
11/5/1991	Financial	(mail ballot) Motion to establish a bank account for the AMATYC Future Fund.
11/5/1991	Publications	(mail ballot) Appointment of Sharon Ross as "News" Editor for a three-year term.
11/5/1991	Conference	(mail ballot) Appointment of Jack Keating as 1993 Boston Conference Chair.
11/5/1991	Financial	It was m/s that budget account 3030 be approved to go over budget under the treasurer's breakdown by \$2000 for the fiscal year 1991.
11/5/1991	Affiliates	It was m/s that the Colorado Mathematics Association of Two Year Colleges (COLOMATYC) be accepted as an official affiliate of AMATYC.
11/5/1991	General	It was m/s that the Summer Technology Workshop for mathematics educators, sponsored by OMI College of Applied Science, become an AMATYC Summer Institute beginning with summer 1992.
11/5/1991	General	It was m/s that AMATYC support summer institutes by providing funds to print and mail a single flyer advertising all AMATYC summer institutes. This is effective 1992.
11/5/1991	General	It was m/s that in order for a ballot in an election to be counted, it must be mailed to the designated address in an envelope marked "official ballot".
11/5/1991	General	It was m/s that the President-Elect assist the Past-President by verifying the accuracy of the ballot, including vitae, prior to its distribution.
11/5/1991	Conference	It was m/s that the position of Hospitality Chairperson be eliminated beginning with the Indianapolis Conference.
11/5/1991	Conference	It was m/s that the solicitation of contributions from affiliate organizations for the hospitality room be eliminated.

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11/5/1991	Conference	It was m/s that the exhibit area be opened on Thursday afternoon with a Grand Opening Event which will include drawing for door prizes provided by AMATYC. Any additional attractions will be provided by exhibitors. Complimentary announcements of the exhibitors' attractions will be included in the program booklet and will not exceed two pages. This event will take the place of the Thursday meet-the-exhibitors reception.
11/5/1991	Conference	It was m/s that Travis Thompson, Harding University, Searcy, Arkansas be the 1995 Conference Chair pending his acceptance of the position.
11/5/1991	Conference	It was m/s that the Board authorize Karen Sharp to sign a contract with the Clarion Hotel if Orlando is chosen or with the Hyatt Regency if Atlanta is chosen. This is provided the contracts are acceptable. (Secretary's note: refers to 1997 annual conference.)
11/5/1991	Financial	It was m/s that AMATYC fund, beginning with the 1992 budget, the cost of comprehensive general liability insurance.
11/5/1991	Affiliates	It was m/s that the AMATYC Affiliation Booklet be revised in even numbered years as indicated in the report of the Board Committee at this board meeting.

Date	Category	Motion
11/5/1991	Affiliates	<p>It was m/s that the AMATYC Services to Affiliate Organizations Pages of the Policy Manual be revised as follows:</p> <ul style="list-style-type: none"> • Rephrase Item 1 I to say, "Seeking legislation favorable to two-year college mathematics and equitable consideration in government funding." • Rephrase Item 1 J to say, "Providing a forum " to make the wording parallel. • Add Item 1 K to say, "Providing professional development opportunities at the national conference." • Change 3 C (1) to, "Space available for meeting on request, with announcement of the meeting in the conference program." • Rephrase 4A and 4B as, "Goals defined by committee members." and "Opportunities to meet with others who share an interest in a particular area of mathematics" respectively. • Rephrase 5A and 5B as, "Lists of prospective members updated biannually by regional vice-presidents." and "Mailing labels/lists of AMATYC members and two-year college mathematics faculty in the area served by the Affiliate may be obtained through the regional vice-president at no cost." respectively. • Move 6A to 6B position and rephrase as, "AMATYC will co-sponsor a joint membership drive biannually with an affiliate, upon request of the affiliate AMATYC will supply...". • Move 6B to 6A and rephrase as, "Affiliates can become an integral part of the structure, operation, and direction of AMATYC through the following avenues – an annual meeting of the affiliate presidents with the AMATYC president, an annual meeting of the affiliate presidents with the AMATYC president-elect and regional vice-presidents, affiliate representation in the AMATYC delegate assembly, and affiliate members working on AMATYC committees." • Delete 6D, as it is covered in the new 6A. • Rephrase 7B as, "AMATYC sponsors regional meetings. Such meetings provide professional development opportunities as well as opportunities to meet other professionals from the region." • Omit item 8, as it is covered in 6A.
11/5/1991	General	<p>It was m/s that any use of AMATYC's name – other than by AMATYC officers, chairs, and editors in the execution of their duties. Ideally, should have prior Board approval; however between Board meetings the President, President-elect, and Past-president can jointly approve such usage. The goals of the organization should be considered in granting such permission. Any exposure to liability on the part of the organization should be considered also.</p>

Date	Category	Motion
11/6/1991	Conference	The motion that the conference registration fee of \$5.00 per day for students with AMATYC sponsors be deleted from the conference fee structure.
11/6/1991	General	It was m/s that since AMATYC is a non-profit organization whose officers serve as volunteers with no compensation for the duties they perform and the only paid staff member is a part-time assistant to the treasurer, in order to maintain consistency, no officer, committee chair, or editor of AMATYC may receive an honorarium when speaking as a result of their position in AMATYC. Compensation for speaking as a result of their position in AMATYC will be limited to actual expenses for transportation, room , registration fees, and the current AMATYC per diem rate for food.
11/6/1991	Committees	It was m/s that Bob Malena be appointed as Chair of the Education Committee, that Marsha Self be appointed as Chair of the Ad Hoc Grants Committee, and that Jane Covillian be appointed as Production Editor of the AMATYC Review.
11/6/1991	Committees	It was m/s that AMATYC establish an Ad Hoc Awards Committee with Guesna Dohrman as chair to further investigate awards and to present a step-by-step proposal and budget at the Spring board meeting.
11/6/1991	Publications	It was m/s that the following persons be added to our mailing list for the AMATYC News and AMATYC Review: administrative officer of CBMS, executive director of MAA, executive director of NCTM, executive director of MSEB, and the associate executive director of MSEB and that a sufficient number of copies of each issue of the AMATYC News be sent to Ron Roiser for distribution to CBMS members.

Date	Category	Motion
11/6/1991	Membership	<p>It was m/s that the following Typical Membership Activities by Vice-Presidents be added to the Policy Manual:</p> <ul style="list-style-type: none"> • arrange for AMATYC brochures and letters of invitation to membership to be placed into every packet of attendees at affiliate meetings • update prospective member lists using information from affiliate newsletters to help • write articles and editorials for affiliate newsletters to keep the AMATYC name before two-year college math faculty • telephone/write delegates to keep in touch and encourage their activities to encourage AMATYC membership • make personal visits to affiliate meetings as schedule and funding permit • identify key people and solicit their help -plan and/or attend regional conferences • send membership brochures to institutes and regional meetings to be placed into registration packets • send letters/brochures to affiliate members that are not AMATYC members • encourage the inclusion of AMATYC membership forms in affiliate newsletters
11/6/1991	General	<p>It was m/s that the following Duties of Board Liaisons be placed Into the Policy Manual:</p> <ul style="list-style-type: none"> • become acquainted with the objectives of the committee/coordinator/editors/director • attend any meeting of the liaison activity at the AMATYC Conference • communicate with the committee chair/editor/coordinator/director at least every other month • communicate with the President of AMATYC regarding the committee activities at least every other month
11/6/1991	General	<p>It was m/s that items 6 c,d on the Delegate Assembly Agenda (dealing with Washington presence) be presented to the Delegate Assembly for the purpose of information and not for action.</p>
11/6/1991	General	<p>It was m/s that the President appoint a committee to formulate a plan to change the Treasurer's position from an elected one to an appointed one for which there will be some sort of financial assistance. This plan shall be presented at the Spring 1992 Executive Board Meeting.</p>
11/6/1991	Financial	<p>It was m/s that the AMATYC Board authorize an independent audit of the AMATYC books.</p>

Date	Category	Motion
11/6/1991	General	It was m/s that a Board member who serves as a liaison to a Summer Institute may use their affiliate travel funds to attend the Summer Institute.
11/6/1991	General	It was m/s that the President of AMATYC in 1992 be allowed to spend up to \$1000 to attend the ICME-7 (7th International Congress on Mathematical Education).
11/6/1991	Financial	It was m/s that AMATYC reimburse Cheryl Cleaves and Margie Hobbs for the cost of paying a substitute teacher to take their classes while in Seattle.
11/6/1991	General	It was m/s that AMATYC purchase an IBM compatible notebook computer to be used by the President and as a second on-site registration computer at the annual conference.
11/6/1991	Committees	It was m/s that AMATYC support a joint AMATYC/MAA Committee to serve as a vehicle for consideration of issues affecting both organizations and for the purpose of disseminating information about actions of either organization which affects the constituencies of both.
11/6/1991	Grants	It was m/s that AMATYC co-sponsor a KYMATYC grant proposal.
11/7/1991	General	It was m/s to recommend to the Delegate Assembly the deletion of the Differential Pay Resolution, Orlando, 1983 from the Policy Manual.
11/7/1991	Committees	It was m/s that the AMATYC Board adopt the October 3, 1991 report of the Qualifications Subcommittee entitled Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges.
11/7/1991	Committees	It was m/s (Committee/Sharp) that the Executive Board authorize the Developmental Mathematics Committee to enter a joint agreement with NADE and other interested professional organizations to formulate recommendations for the reform of undergraduate mathematics curriculum and instruction for underprepared and non-traditional students.
11/7/1991	Conference	It was m/s that the Historian receive the reduced rate equal to that of a speaker at each AMATYC conference.

Date	Category	Motion																						
11/7/1991	General	<p>It was m/s that the results of the election of officers as indicated below be certified and that said officers assume their duties November 10, 1991.</p> <table border="0"> <tr> <td>President-elect</td> <td>Marilyn Mays</td> </tr> <tr> <td>Treasurer</td> <td>Margie Hobbs</td> </tr> <tr> <td>Secretary</td> <td>Wanda Garner</td> </tr> <tr> <td>Northeast VP</td> <td>Carol Westfall</td> </tr> <tr> <td>Mid Atlantic VP</td> <td>Susan Wood</td> </tr> <tr> <td>Southeast VP</td> <td>Bill Jordan</td> </tr> <tr> <td>Midwest VP</td> <td>David Gustafson</td> </tr> <tr> <td>Central VP</td> <td>Helen Burrier</td> </tr> <tr> <td>Southwest VP</td> <td>Therese Jones</td> </tr> <tr> <td>Northwest VP</td> <td>Vicky Ringen</td> </tr> <tr> <td>West VP</td> <td>Bill New</td> </tr> </table>	President-elect	Marilyn Mays	Treasurer	Margie Hobbs	Secretary	Wanda Garner	Northeast VP	Carol Westfall	Mid Atlantic VP	Susan Wood	Southeast VP	Bill Jordan	Midwest VP	David Gustafson	Central VP	Helen Burrier	Southwest VP	Therese Jones	Northwest VP	Vicky Ringen	West VP	Bill New
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11/7/1991	Financial	It was m/s that the President, Past-President, President-Elect, and Treasurer be signatories on the AMATYC financial account.																						
11/7/1991	Publications	<p>It was m/s that the Board appoint the following individuals to terms as editorial panelists on The <u>AMATYC Review</u> for three year terms 11/91- 11/94:</p> <p>Reappointments: Nelson Rich, Northeast; Gordon Hoagland, Northwest; Brian Hickey, Central; Dennis Reissig, at-large.</p> <p>New appointments: August Zarcone, at large to replace Travis Thompson; and Jacqueline Thornberry to replace Martha Wood, Southeast.</p>																						
11/7/1991	Publications	It was m/s that the Review Editor and the Production Manager have concurrent terms.																						
11/7/1991	Publications	It was m/s that the Board approve the publication of an expanded Fall 1992 issue of the AMATYC Review. The issue would contain an additional 30-40 pages.																						
11/7/1991	Conference	<p>It was m/s that the future conference chairpersons rotation be changed to the following:</p> <ul style="list-style-type: none"> C minus 1 listed as next Conference Chairperson C minus 2 Evaluation Chair C minus 3 Presider Chair 																						

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11/7/1991	Financial	It was m/s that the 1992 tentative budget be adopted as amended at the Seattle Board Meeting.
11/7/1991	Conference	It was m/s that Helene Savicki be named as 1993 Boston Conference Co-Chair.
3/12/1992	Conference	(Mail ballot) Lynn Davis be AMATYC Conference Program Coordinator.
3/12/1992	General	(mail ballot) A \$1000 seed fund for AMATYC Presidential travel be provided during each President's term of office, to be replenished by the AMATYC Treasurer after receipt of reimbursement requests from the AMATYC President. The \$1000 shall be returned to AMATYC by the President at the conclusion of his/her term of office.
3/12/1992	Conference	(mail ballot) The President sign the contract with the Hyatt Regency Atlanta as the headquarters hotel for the 1997 AMATYC Conference.
3/12/1992	General	It was m/s (Ewen, Westfall) that the following officers were duly elected to serve for November 1991-November 1993: Karen Sharp, President; Marilyn Mays, President-elect; Dale Ewen, Past-president; Margie Hobbs, Treasurer. Be it resolved that First Tennessee Bank National Association is hereby designated as a depository of this association and that an account or accounts, for and on behalf of this association, be revised or opened in said Bank in the name(s) of The American Mathematical Association of Two-Year Colleges.
3/12/1992	Committees	It was m/s (Hutchison/Jordan) that the Academic Computing Committee be renamed the Technology in Mathematics Education Committee.
3/12/1992	Committees	It was m/s (Gustafson/Ewen) that the name of the Developmental Mathematics Curriculum Committee be changed to the Developmental Mathematics Committee.
3/12/1992	Committees	It was m/s (Ewen/New) to adopt the objectives of the Education Committee as modified.
3/12/1992	Committees	It was m/s (Ewen/Wood) to approve the objectives of the Technical Mathematics Committee.
3/12/1992	Committees	It was m/s (Jordan/Garner) that Rikki Blair be appointed as chair of the Placement/Assessment Committee.

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3/12/1992	Conference	It was m/s (Cleaves/Westfall) that Philip Mahler be appointed as Local Arrangements Chairperson for the 1993 Boston Conference.
3/12/1992	Conference	It was m/s (Cleaves/Hobbs) that the theme for the 1993 Boston Conference be "The American Mathematical Revolution."
3/12/1992	Conference	It was m/s (Cleaves! Ewen) that the following persons, listed in order of priority, be contacted to be the breakfast speaker for the 1993 Boston Conference. 1) Herb Gross 2) Phil Cheifetz 3) Travis Thompson 4) John Neff
3/12/1992	Conference	It was m/s (Hobbs/ Ewen) that effective with the Boston (1993) Conference, the Conference Coordinator be designated as the budget manager (individual authorized to make expenditures) for the National AMATYC Annual Conference. (Except for expenditures made from the \$1000 conference chairperson seed money.)
3/12/1992	Conference	It was m/s (Hobbs/Ringen) to empower Karen, Bill New, Wanda and Cheryl to select the Long Beach conference chair. The selection needs to be in place prior to the Indianapolis meeting.
3/12/1992	Conference	It was m/s (Garner/Ewen) that the President sign the addenda from the Hyatt and Sheraton Hotels in Long Beach, California, changing the dates of the 1996 conference to November 11-17, 1996.
3/12/1992	Financial	It was m/s (Ewen/Hobbs) to approve the "Policy for Reimbursement for Air Travel".
3/12/1992	Publications	It was m/s (Ross/Ewen) that The AMATYC News will accept, on a space available basis, advertisements for professional positions of interest to AMATYC members. Advertising rates for such announcements are \$55 per column inch, with column width approximately 2.5 in., using 8 point type. Other types of advertisements may be accepted, on a space available basis, at a rate proportional to \$100 per half page.
3/12/1992	General	It was m/s (Jordan/Ewen) that the Board accept the attached procedures for instituting and reporting summer institutes.
3/12/1992	Conference	It was m/s (Wood/Jones) that travel expenses, up to \$1000, be approved for the President of AMATYC to attend the Southwest Regional Meeting.

Date	Category	Motion
3/12/1992	Conference	It was m/s (Garner/Jordan) that a neutral person, either the Regional VP or the Conference Coordinator, shall present a brief factual description of each QUALIFIED city in the Delegate Assembly for the purpose of conference city selection.
3/12/1992	General	It was m/s (Garner/Ewen) that the following Rules of Conduct be adopted and presented to the 1992 Delegate Assembly for use during that and subsequent meetings. (Secretary's Note: refer to minutes for the Rules of Conduct.)
3/12/1992	General	It was m/s (Westfall/Jordan) that the Executive Board approve the AMA TYC/MSEB initiative as described in the proposal presented.
3/15/1992	General	It was m/s (Mays/Jones) that the President of AMATYC be reimbursed (up to \$500) for airfare to the NCTM meeting in Nashville in April, 1992.
3/15/1992	Membership	It was m/s (Hobbs/Jones) to approve the membership plan proposed by Bill Schooley.
3/15/1992	Membership	It was m/s (Schooley/New) that the AMATYC Board approve up to ten (10) one-year individual memberships be available for awards in the membership campaign.
3/15/1992	Conference	It was m/s (Cleaves/Ewen) that the next revision of the conference manual should state that typesetting for the conference publications be done by an independent typesetter. This will not be a service that we can accept from a local college.
3/15/1992	Conference	It was m/s (Ewen/Hobbs) that the program committee for the conference be encouraged to have at least one or two additional general sessions as part of our national conference.
3/15/1992	Conference	It was m/s (Cleaves/Westfall) that the President be authorized to sign the agreement with the Indianapolis Convention Center for meeting rooms for the Indianapolis conference.
3/15/1992	Conference	It was m/s (Hutton/Westfall) that the Board grant Lucreda Hutton permission to plan an after dinner casino party for Friday evening if in fact it is within budget and the committee decides on this.
3/15/1992	Conference	It was m/s (Hutton/Hobbs) that the Board grant Lucreda Hutton permission to guarantee the Westin Hotel a

Date	Category	Motion
		\$500 minimum on a lunch sandwich buffet for Friday and Saturday during conference.
3/15/1992	Conference	It was m/s (Hutton/New) that the Board grant Lucreda Hutton permission to transfer moneys from the Saturday breakfast to the Friday reception not to exceed a maximum expenditure of \$25 per person for the Friday night reception.
3/15/1992	Conference	It was m/s (Hutton/Westfall) that the Board grant Lucreda Hutton permission to transfer \$2000 from the budget of the Conference Program to another area to be designated at a later date by Cheryl Cleaves and Lucreda Hutton.
3/15/1992	Conference	It was m/s (Hutton/Jordan) that the Board grant permission to Lucreda Hutton to use the budget items 4160, audio visual rental, and 4180, computer equipment rental, interchangeably. When rental expenses are established, grant Lucreda permission to transfer any remaining funds to other conference expenses which may include non- alcoholic beverages but no food.
3/15/1992	Financial	It was m/s (Mays/Hobbs) that in the Policy Manual under IV. Budget and Finance, add a heading "Financial Records Review Committee". Revise Item 2, p. D-25 of the Policy Manual (DUTIES OF THE PAST-PRESIDENT). (Secretary's Note: refer to minutes for items details of revision.)
3/15/1992	General	Beginning with the 1993 conference, hold two meetings of the Delegate Assembly, one early in the conference and one late. Present major issues to be debated by the delegates during the early session if possible. The first session will be informational only with continued debate and all voting during the later session.
3/15/1992	Affiliates	It was m/s (Westfall/Garner) that the AMATYC Affiliation booklet be revised in even numbered years by an Executive Board committee appointed by the President.
3/15/1992	Awards	It was m/s (Gustafson/Mays) to give two ME Awards this year.
3/15/1992	General	It was m/s (Hobbs/Gamer) that the bifold brochure for the FUTURE FUND is approved as corrected.
3/15/1992	General	It was m/s (Hobbs/Westfall) that the secretary be charged with maintaining copies of all previous minutes of

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		the Association. An itemized list of the minutes by meeting date and the specific storage location of the minutes be reported to the board at the next board meeting in November, 1992 in Indianapolis.
3/15/1992	General	It was m/s (Mays/Ewen) that the President appoint a committee to recommend policies and procedures for security of documents and data.
3/15/1992	General	It was m/s (Ewen/New) that a rough draft of the minutes be distributed by the secretary within two weeks of any executive board meeting and the final draft issued within six weeks. After approval of the minutes, a dated, original, signed by the President and Secretary, shall become a part of the official records of the organization.
3/15/1992	Membership	It was m/s (Ewen/Jordan) that the following be added to the vice presidents' responsibilities: see that AMATYC membership brochures and other appropriate AMATYC information are distributed at Summer Institutes and Affiliate Meetings in their regions.
3/15/1992	General	It was m/s (Ewen/Jordan) that the following be added to the duties of Board Liaisons: Officially communicate board activities following each board meeting with the appropriate chair/editor/director/coordinator. This communication should occur within three weeks following the board meeting. Copies of all written correspondence or memos regarding conversations should be forwarded immediately to the President.
3/15/1992	Committees	It was m/s (Mays/Hobbs) that the President appoint a committee to analyze and propose revisions for the educational resolutions found in section L of the AMATYC Policy Manual, particularly the following resolutions. 1) Houston General Meeting, 1978; 2) AMATYC Position Statement, on Teacher Qualifications for Developmental. Mathematics; 3) Computer Education Position Statement. This committee shall also develop a plan for more appropriate dissemination, review, and revision of the educational resolutions of AMATYC. The report of the committee shall be presented at the Fall 1992 Indianapolis Executive Board Meeting.
3/15/1992	Committees	It was m/s (Ewen/Hobbs) that the Board approve the "Guidelines for Submitting Questionnaires or Surveys" document as presented by James Hall, Chair of the AMATYC Editorial Policy Review Committee.

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3/15/1992	Committees	It was m/s (Mays/Jordan) that the Board approve the Procedure for Development of an Educational Policy Statement.
3/15/1992	Committees	It was m/s (Westfall/Ewen) that we include on page DIO of the Policy Manual "Direct any educational resolution from Section L of the Policy Manual that has not been reviewed within the past 5 years back to the appropriate committee for possible revision.
3/16/1992	Awards	It was m/s (Westfall/Garner) that AMATYC authorize up to \$650 for awards for the Mathematics Olympiad.
3/16/1992	General	It was m/s (New/Westfall) that AMATYC commit the necessary financial resources up to \$25,000 to conduct the first conference planned in the grant proposal.
3/16/1992	General	It was m/s (Hobbs/Wood) that AMATYC subscribe to the publication Dollars and Sense for Associations for a period of one year.
3/16/1992	Committees	It was m/s (Jordan/Jones) that the membership of AMATYC have greater opportunities for input into the selection of the academic committee chairs.
3/16/1992	Conference	It was m/s (Hobbs/Jordan) that Margaret Rejto be refunded \$95 for the Seattle Conference registration fee.
3/16/1992	Conference	It was m/s (Wood/Mays) that upon his written request to the treasurer and written documentation of his medical reason, Jeff Jones be refunded his Seattle conference registration moneys.
3/16/1992	Conference	It was m/s (Mays/New) that the President appoint a committee to develop a plan for disseminating employment opportunities for mathematics professors at two-year colleges. This plan shall be presented at the Indianapolis Conference in November 1992.
3/16/1992	Affiliates	It was m/s (Mays/Westfall) that AMATYC send NYSMATYC a letter of congratulations on their 25th Anniversary.
3/16/1992	General	It was m/s (Hobbs/Burrier) that AMATYC purchase up to \$300 worth of items to be used for public relations.

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3/16/1992	General	It was m/s that President Karen Sharp may spend state/regional affiliate funds to attend the Michigan Calculus network meeting in March 1992.
3/16/1992	Conference	It was m/s (Garner/Ewen) that AMATYC recognizes that persons with disabilities may require special services. We will provide reasonable accommodations if requests are made to the conference coordinator or conference chair by the early registration deadline to allow for appropriate arrangements to be made. This statement will be printed in the conference mini-program.
3/16/1992	General	It was m/s (WestfalUGamer) that the Duties of the Executive Board (page D- 7) of the Policy Manual include: #13. Establish and systematically review the strategic plan, circulating drafts to affiliate presidents, committee chairs and other delegates. When major changes are proposed, the Board may hold at least one open hearing at the subsequent conference gathering input from all constituencies. The strategic plan will be presented to the Delegate Assembly for their input and suggestions, with formal approval being the responsibility of the Board. Any resulting changes in the constitution, by-laws, or policy of the organization must follow normal approval procedures.
3/16/1992	Conference	It was m/s (Ewen/Westfall) that AMATYC increase the speaker's food function fee for 1993 from \$60 to \$65.
11/3/1992	Conference	(mail ballot) The \$805.00 bill from NCTM for advertising for the Dallas 1990 Conference be paid.
11/3/1992	Foundation	(mail ballot) Phil Cheifetz be appointed director of the AMATYC Future Fund until the policies and procedures governing the appointment of the director are finalized.
11/3/1992	Foundation	(mail ballot) Travel expense reimbursement for three days for the 1992 Indianapolis Conference be provided for Phil Cheifetz, following AMATYC guidelines.
11/3/1992	General	(mail ballot) The \$1,000 approved for the President of AMATYC to travel to ICME in Canada be made available to the President-elect of AMATYC, and that further any of the remaining funds be made available to the third member of the AMATYC/MAA/NCTM Cooperative Task Force for travel to ICME in Canada.
11/3/1992	General	(mail ballot) The Mathematics Placement Tests in Two-Year Colleges brochure is approved for distribution

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		at the 1992 Indianapolis Conference.
11/3/1992	Conference	(mail ballot) That 1992 conference expense reimbursement, following AMATYC Policy and other than expenses for transportation to Indianapolis, be given to Marsha Self, AMATYC ad hoc Grants Committee Chairperson.
11/3/1992	Conference	It was m/s (Jordan/New) that we set aside the motion from the Spring 1992 Executive Board meeting prohibiting the Indianapolis Conference Chair from moving money from the Saturday morning breakfast to Friday's continental breakfast for food.
11/3/1992	Conference	It was m/s (Westfall/New) that we approve an expenditure for the Wednesday registration workers' lunch for the Indianapolis Conference and for coffee and tea for the Executive Board meeting.
11/3/1992	General	It was m/s (Ewen/Hobbs) to delete the sentence, "The ballots shall be sequentially numbered.", from Section G, Number 9 of the Policy Manual.
11/3/1992	General	It was m/s (Mays/Jones) that the President be authorized to attend the MSEB State Mathematics Coalition's "Partnerships for Systemic Change in Mathematics, Science and Technology Education" meeting on Dec. 7, 1992.
11/3/1992	General	It was m/s (Ewen/New) that travel expenses for two persons to the CIC meeting in December in Washington, D.C. are approved, provided that the customary travel policies of AMATYC are followed.
11/3/1992	General	That a CIC expense line item be added to the budget for 3 trips in odd years and 4 trips in even years.
11/3/1992	General	It was m/s (Hobbs/Westfall) that AMATYC accept NCTM's invitation to pursue the idea of an AMATYC sponsored strand every other year at the NCTM annual conference.
11/3/1992	General	It was m/s (Mays/Hobbs) that a one-time, Jaime Oaxaca scholarship of \$1000 be given at the 1993 AMATYC fall conference to the second place winner in the Student Mathematics League contest. This money will be administered in exactly the same manner as the Chuck Miller scholarship money. This will be announced at the opening session of the 1992 AMATYC fall conference when Mr. Jaime Oaxaca is introduced. The money is made available to AMATYC because Mr. Oaxaca is not accepting an honorarium

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		and is covering his own travel expenses.
11/3/1992	General	It was m/s (Ewen/Westfall) that AMATYC pursue grant funding for a two-year college contingent to attend the next ICME meeting.
11/3/1992	Office	<p>It was m/s (Mays/Jones) that the following procedure be practiced to maintain data and document security:</p> <p>The officer(s) or employee(s) of AMATYC responsible for membership files (electronic) and for financial data will keep backup files on disk at another location. Backups will be made on disks periodically, depending upon frequency of updating. When files are updated daily, backups should be made several times a week depending on how much data would be destroyed in a disaster. When files are updated weekly or less frequently, backups should be made at the time of the update. Two sets of disks should be used in addition to the copy of the data on the hard drive. When a backup is made on one set of disks, it should be taken to a separate location where the old backup disks are kept. Then, prior to the time of the next backup, the old backup disks will be returned to the location of the hard drive. Ideally, backups should be kept at a location that would be unlikely to be affected by any natural or human-made disaster which would destroy the original data on the computer.</p> <p>Disk copies of the policy manual, affiliate manual, convention manual, and any lengthy document subject to updating on an infrequent basis should be kept by the AMATYC officer or employee responsible for the updating procedure, and a second copy should be kept by the president. If the president is responsible for updating a document, a second copy should be kept by the president-elect. When updates occur and are approved, the person responsible for updating will send a disk with the update to the backup person.</p> <p>Important physical documents will be kept by the treasurer and copies of all these documents will be kept by the president. They will be kept in a safety deposit box. This will include Articles of Incorporation, government documents, insurance policies, etc.</p>
11/3/1992	Financial	It was m/s (Mays/Hobbs) that the AMATYC Treasurer be directed to purchase an insurance policy to cover the organization's computer hardware, software, and data.
11/3/1992	General	It was m/s (Westfall/New) that Section C-I of the Policy Manual be removed from that document.

Date	Category	Motion
11/3/1992	General	It was m/s (Garner/New) that the Policy Manual Revisions are approved.
11/4/1992	Conference	It was m/s (Cleaves/Ringen) that the Conference Program Committee shall consist of the Conference Program Coordinator, three regional representatives, and the academic committee chairpersons. The regional representatives shall each serve three-year staggered terms and shall commence serving one year prior to the year the conference will be held in their region. These representatives will be recommended by the regional vice president and approved by the Executive Board.
11/4/1992	Affiliates	It was m/s (Mays/New) that AMATYC cease to award \$200 grants to the affiliate organizations.
11/4/1992	Office	It was m/s (Ewen/Garner) that AMATYC send out an RFP to house an office for AMATYC to all two-year colleges on the AACCC list and to all professional organizations in the Washington, D.C. area as determined by a committee.
11/4/1992	Committees	<p>It was m/s (Jordan/Westfall) that the following procedure for appointing academic committee chairs be adopted. The executive committee for each academic committee will solicit names of potential chairs from the membership of the committee through the committee newsletter and/or at the national conference. From those names submitted, the executive committee will recommend no more than two names to the AMATYC president-elect for consideration. Each potential chair recommended to the president-elect will submit a short statement to the president-elect outlining his/her qualifications, plans, etc. for the committee. The AMATYC president-elect will recommend appointments to be approved by the Executive Board.</p> <p>In the event that a committee chair resigns or is removed by the Executive Board, the AMATYC president will appoint an interim chair to serve the remainder of the term.</p>
11/4/1992	Committees	It was m/s (Westfall/Jordan) that the Education Committee's objectives be changed in the AMATYC Policy Manual to reflect the recommendations made by committee chair Bob Malena in his report.
11/4/1992	Committees	It was m/s (Education Committee/Ewen) that the Executive Board approve the "Two-Year Mathematics Department Standards" report of the Two-Year College Mathematics Department Subcommittee of the AMATYC Education Committee, subject to editorial changes, and submit the document to the Delegate Assembly for approval in 1993.

Date	Category	Motion
11/4/1992	Committees	It was moved (Education Committee) that the Executive Board authorize the Chairpersons Subcommittee of the AMATYC Education Committee to proceed with the preparation of the survey of Two- Year College Mathematics Department Chairpersons by sending the proposed survey to the Editorial Review Committee.
11/4/1992	General	It was m/s (Ewen/Westfall) that Item 8 on page D 26 of the Policy / Manual be moved to the duties of the Historian.
11/4/1992	General	It was m/s (Hobbs/Westfall) that AMATYC charge the Historian with updating The AMATYC History and preparing it for publication for our Twentieth Anniversary in 1994.
11/4/1992	Committees	It was m/s (Jones/Garner) that the Board approve the concept of the Student Learning Problems Resolution and send the draft to the Editorial Review Committee.
11/4/1992	Publications	It was moved (Review Editor) that the Board appoint the following individuals to terms as editorial panelists on The AMATYC Review: As a replacement for G. Hoagland to complete his term, 1992-94, as Northwest region representative: Larry Runyan, Shoreline Comm. College, Seattle, WA 98133 New appointments: Mary Robinson, At-large, for the term 1992- 95, Univ. of New Mexico-Valencia Campus, Los Lunos NM 87031 James Fryxell, Midwest, for the term 1992-95, College of Lake County, Grayslake, IL 60030
11/4/1992	Committees	It was moved (Editorial Review Committee) that the AMATYC Educational Policy Statement Editorial/Review Committee name be changed to the Editorial Review Committee.
11/4/1992	Committees	It was m/s (Ewen/Burrier) to adopt the following documents: "Guidelines For Submitting Questionnaires or Surveys", "Time line For Submitting Questionnaires", "Guidelines For Educational Policy Statements", "Procedure For Development of AMATYC Policy Statements", and "Sample Time line For Educational Policy Statement Development"
11/4/1992	Committees	It was m/s (Jones/Ewen) that the Grants Committee, which presently has an Ad Hoc status, be made a standing committee at the conclusion of the 1992 conference.

Date	Category	Motion
11/4/1992	Committees	It was m/s (Ewen/Hobbs) that draft documents receiving approval from the Editorial Review Committee be forwarded by the secretary of AMATYC to each affiliate president, requesting that these draft documents be reviewed by the affiliate membership and comments be sent to the primary editor of the document.
11/4/1992	Conference	It was m/s (Ringen/Mays) that all press releases be approved by the Conference Coordinator prior to their distribution.
11/4/1992	Financial	It was m/s (Hobbs/Burrier) that effective immediately, a returned check charge of \$20 be levied to the maker of any check (in any amount) that is returned by AMATYC's bank for any reason when the maker is willing to make the check good within a two week period after receiving notification.
11/4/1992	Publications	It was m/s (Hobbs/Westfall) that the Journal UMAP be dropped from all literature that includes subscriptions to professional journals.
11/4/1992	Conference	It was moved (Boston Conference Co-Chairs Savicki and Keating) that the Board reconsider the budget allowance for the Friday night reception which had been originally set at \$25 and then cut to \$21. Increase the budget allowance for the Friday night reception to \$26 per person.
11/5/1992	Committees	It was m/s (New/Ewen) that the Education Committee proceed to develop a position paper regarding the minimum mathematics requirement for AA and AS degrees.
11/5/1992	Committees	It was moved (Student Mathematics League) that the rules of the Student Mathematics League shall state, "Any school which has not submitted the appropriate registration fee by March 1 of the current competition year shall not receive third round exam materials and will not be eligible for either team or individual awards. Schools which did not participate in the first round and hence are already ineligible for awards may participate in the second or third rounds without payment at the discretion of the League Director."
11/5/1992	General	It was m/s (Hobbs/Mays) that the summer institute flyer contain an AMATYC membership application.
11/8/1992	General	It was m/s (Ewen/Garner) that Karen Sharp, Marilyn Mays and Max Cisneros be a coordinating team for our political activities.
11/8/1992	General	It was m/s (Ewen/Jordan) that Marilyn Mays and Wanda Garner be appointed to the CIC committee as

Date	Category	Motion
		recommended by the President.
11/8/1992	Financial	That a national expense line item be added to the budget for 1993 for \$3000.
11/8/1992	General	It was m/s (Burrier/Ringen) to approve the AMATYC Strategic Plan with the provision that Marilyn Mays be allowed to make minor editorial refinements.
11/8/1992	General	It was m/s (Hobbs/New) to authorize appropriate funds for Marilyn Mays to distribute the Strategic Plan.
11/8/1992	Committees	It was m/s (Ewen/New) that the Board charge the Education Committee with distributing the document, "Guidelines For The Academic Preparation of Mathematics Faculty at Two-Year Colleges" to the above listed organizations after it has been professionally edited.
11/8/1992	Committees	It was m/s (Westfall/New) that the Board express its appreciation to Greg Foley and his subcommittee for their hard work and dedication on this project.
11/8/1992	Committees	It was m/s (Ewen/Jordan) that the Board adopt the revised time line document entitled "Sample Time Line for Educational Policy Statement Development."
11/8/1992	General	<p>It was m/s (Ewen/Jones) that AMATYC sponsor a leadership development program with the following components:</p> <ol style="list-style-type: none"> 1) The regional vice presidents and other board members develop a comprehensive list or pool of key mathematics TYC faculty leaders that have the potential for future committee and project appointments and/or as election nominees. 2) AMATYC sponsor an annual leadership workshop series to be held each Thursday evening during the national conference and invite those identified in #1.
11/8/1992	Affiliates	<p>It was m/s (Mays/Garner) that the Board adopt the following policy regarding AMATYC/Affiliate membership drive funding in lieu of giving affiliate grants. (Secretary's Note: refer to minutes for policy details.)</p>
11/8/1992	Financial	It was m/s (Ewen/Hobbs) that AMATYC file the appropriate document with Community Bank of Germantown, Germantown, Tennessee, to update the signature cards for the Future Fund account.

Date	Category	Motion
11/8/1992	General	It was m/s (Hobbs/Westfall) that AMATYC simultaneously send to institutional members notification that they do not have voting rights when the ballots are mailed.
11/8/1992	Committees	It was m/s (Westfall/Hobbs) to insert "from the executive committee, and any other interested potential chair," in the sentence regarding submitting a statement outlining plans and goals. (Secretary's Note: refers to procedure for appointing committee chairs.)
11/8/1992	Conference	It was m/s (Cleaves/Ewen) that Vicki Froehlich be appointed Program Coordinator to serve the remainder of Lynn Davis' term.
11/8/1992	Financial	It was m/s (Garner/Burrier) that the Budget for 1993 as amended be adopted.
5/7/1993	Foundation	(mail ballot) The policy regarding the AMATYC Future Fund be deleted from the Policy Manual.
5/7/1993	General	(mail ballot) That Warren Page is appointed to represent AMATYC on a joint AMS- MAA-AMATYC-NCTM Committee on Research in Undergraduate Mathematics (CRUME).
5/7/1993	Conference	(mail ballot) The Conference Program Committee be allowed to pursue joint programming arrangements with the National Association of Biology Teachers for the 1993 Boston Conference.
5/7/1993	Conference	(mail ballot) That AMATYC authorize the conference coordinator to utilize the services of Conferon for conference arrangements. For cities for which hotel/convention center contracts have already been signed, sleeping room prices be raised 2.5%, with the proceeds going to Conferon for their services in representing us.
5/7/1993	Financial	It was m/s (Hobbs/New) that when receipts are necessary, original receipts are required for reimbursement. When this is not possible, the treasurer, president, past president or president-elect shall be authorized to approve reimbursement providing a copy of the receipt is submitted. No officer may approve his/her own expenditure.
5/7/1993	Affiliates	It was m/s (Ewen/New) that Nevada be approved as an affiliate contingent upon submission of the appropriate materials.

Date	Category	Motion
5/7/1993	Committees	It was m/s (Ewen/Ringen) that the Board approve the position statement on calculator usage, with the quote from Everybody Counts deleted, and send the document to the Delegate Assembly.
5/7/1993	Committees	It was m/s (Jones/Ewen) that the objectives of the Education Committee be approved with the Agenda for Action under TYC Mathematics Department Standards Subcommittee deleted.
5/7/1993	Committees	It was moved by the Education Committee that the Executive Board authorize the Chairpersons Subcommittee of the AMATYC Education Committee to proceed with the survey of the Two-Year College Mathematics Department Chairpersons, with the word "race" changed to "ethnicity," and to report the findings of the survey to the AMATYC Executive Board.
5/7/1993	Committees	It was moved by the Education Committee that the Executive Board approve the "Position Statement of the American Mathematical Association of Two-Year Colleges Regarding the Quality of Undergraduate Textbooks" as developed by the Professional Concerns Subcommittee of the AMATYC Education Committee and submit the document to the Delegate Assembly for approval in 1993.
5/7/1993	Committees	It was m/s (Ewen/Mays) that the Board approve the following statement and print the statement in the next possible AMATYC newsletter. (Secretary's Note: refers to the Equal Opportunity In Mathematics Policy Statement.)
5/7/1993	Committees	It was moved by the Technical Mathematics Committee that AMATYC should sponsor membership in the National Tech Prep Network with the contact person being the President of AMATYC.
5/7/1993	Committees	It was m/s (Burrier/Westfall) to approve the goals as listed on pages 105-106 and include them in the policy manual. (Secretary's Note: refers to the goals of the Placement/Assessment Committee.)
5/7/1993	Committees	It was m/s (Westfall/Jones) that a Committee on Committees be established. This Committee would consist of the seven chairs for the Academic Committees.
5/7/1993	Conference	It was m/s (Jordan/New) that the Board appoint Linda Boyd, Linda Exley, and Sharon Ross as co-chairs for the 1997 Atlanta Conference.

Date	Category	Motion
5/7/1993	Conference	It was m/s (Mays/Jordan) that Dick Clark be appointed the 1998 conference chair contingent upon finalization of the Portland contracts.
5/7/1993	Conference	That the AMATYC program committee investigate the possibility of a workshop on Internet in Boston not to exceed a cost of \$400.
5/8/1993	Financial	It was m/s (Wood/Hobbs) that all inquiries regarding monetary donations to AMATYC be directed to the Treasurer. The Treasurer shall determine whether the prospective donation constitutes unrestricted or restricted funds. The Treasurer shall approve donations considered as unrestricted funds. Donations considered restricted funds shall be approved by the Expenditure Approval Committee with budget code(s) for expenditures from such funds identified by the committee. Income from approved donations, whether unrestricted or restricted funds, shall be spent according to AMATYC policy.
5/8/1993	Publications	It was m/s (Ewen/Garner) that the President appoint a committee to meet in Boston composed of Don Cohen, Joe Browne, Sharon Ross and one member of the Board who shall serve as chair to make recommendations about articles about living mathematics educators.
5/8/1993	Conference	It was m/s (Gilligan/Westfall) that annual booth rental for exhibiting at the national conference be raised from \$600 to \$700 beginning with the 1994 Tulsa Conference.
5/8/1993	Conference	It was m/s (Gilligan/Westfall) that Comprehensive General Liability Insurance coverage for all exhibitors at our conference be obtained commencing with the Boston Conference.
5/8/1993	Conference	It was m/s (Westfall/New) that the Board approve the expenditure of funds for two full time security guards for the exhibit area in Boston.
5/8/1993	Conference	It was m/s (Keating & Savicki/Mays) to allow a one-day \$60 registration fee for Friday. This does not include food.
5/8/1993	Conference	That the Board provide complimentary registrations for the Boston '93 Conference for the Boston Co-chairs and local arrangement chair.

Date	Category	Motion
5/8/1993	Conference	It was m/s (Keating & Savicki/Ewen) that the AMATYC Board send a letter to Dr. Gerard F. Burke, Massasoit Community College, and President Jack Dunn, Dean Junior College, to thank them for all their efforts in supporting the AMATYC '93 Conference in Boston. So far, they are engaged in fund raising as well as supporting their faculty. In addition, the Board should give both presidents a complimentary registration.
5/8/1993	Conference	It was m/s (Keating & Savicki/Mays) that the Board increase the advertising budget by \$1000.
5/8/1993	Conference	It was m/s (Westfall/Garner) to rescind the Board's policy regarding not soliciting funds from the affiliates for the hospitality room.
5/8/1993	General	It was m/s (Gilligan/Hobbs) that AMATYC create, to supplement the concept of Summer Institutes, a Visiting Technology Workshop.
5/8/1993	General	<p>It was m/s (Ewen/Burrier) that the following slate of candidates for the 1993 election by approved.</p> <p>Candidates for the 1993 AMATYC Election</p> <p>President-Elect: Max Cisneros, Wanda Garner Secretary: Martha Clutter, James W. Hall Treasurer: Robert Malena Northeast Vice President: Sadie Bragg, Ernest Danforth Mid-Atlantic Vice President: Jackie Boyd-DeMarzio, Susan Wood Southeast Vice President: Linda Exley, Mike Schachter Midwest Vice President: Rikki Blair, Deborah Woods Central Vice President: Helen Burrier, LuAnn Malik Southwest Vice President: John Jenkins, Therese Jones Northwest Vice President: Don Hutchison, Vicky Ringen West VP : Bill New, Terry Shell</p>
5/8/1993	General	It was m/s (Ewen/Westfall) that the letter submitted by the Past President clarifying the fact that only regular members are allowed to vote in AMATYC elections be sent out and placed in the policy manual.

Date	Category	Motion
5/8/1993	General	It was m/s (Hobbs/Jordan) that the policy stipulating a two consecutive term limit for AMATYC Board members be amended to a three consecutive term limit effective with the 1995 election.
5/8/1993	Publications	It was m/s (Ewen/Garner) that the President appoint a task force to address the issue of appropriate articles about AMATYC matters and two-year college math education issues.
5/8/1993	Financial	It was m/s (Westfall/Garner) that account 5800 in the 1993 budget be allowed to go over budget by \$800.
5/8/1993	Membership	It was m/s (Jones/Hobbs) that Regular AMATYC Membership dues be raised to \$50 per year.
5/8/1993	Membership	It was m/s (Jones/Gustafson) that Institutional AMATYC Membership dues be raised to \$250 per year.
5/8/1993	Membership	It was m/s (Garner/Ringen) that, effective with the enactment of the previous motion, the Executive Board set aside the dues policy which connects Institutional Dues with conference fees as the enactment of this policy was not in keeping with our By-Laws.
5/8/1993	Membership	It was m/s (Hobbs/Westfall) that the Regular Membership dues change be effective Jan. 1, 1994 and the Institutional Membership dues change be effective July 1, 1994.
5/9/1993	General	It was m/s (Ewen/Westfall) that the AMATYC Executive Board meet Tuesday, Wednesday and Thursday, Nov 16-18, 1993.
5/10/1993	Committees	It was m/s (Ewen/Wood) that the Grants Committee and the Student Mathematics League be listed as Service Committees on the AMATYC brochure. Reimbursement policy shall be the same as for academic committee chairs.
5/10/1993	Office	It was m/s (Westfall/Garner) that the Board authorize Karen Sharp, Dale Ewen and Wanda Garner to proceed to negotiate a contract with the top choice. If negotiations do not prove to be satisfactory, we move to the second choice, etc. Rankings: First---State Tech Second--North Lake Third---Maricopa

Date	Category	Motion
5/10/1993	Office	It was m/s (Westfall/Garner) that AMATYC create a position of Executive Assistant to the Board to be named after the site negotiation is complete and the contract signed. The status of this position will be reviewed at the end of the implementation year.
5/10/1993	Committees	It was m/s (New/Westfall) that the voting members of all Academic Committees shall be: a chairperson chosen in accordance with the existing policy and two persons from each of the eight regions. These members shall be chosen by the committee chairperson in consultation with the regional vice presidents, who will solicit nominations from the affiliate presidents. Additional non-voting members may serve in advisory roles.
5/10/1993	Committees	It was m/s (Garner/New) that the reimbursement policy for academic committee chairs, editors, and service committee chairs, be for up to four room nights during the AMATYC fall conference. Reimbursement shall continue to be at the rate of one- half a double room rate, effective with the 1993 Boston Conference.
5/10/1993	Conference	It was m/s (Garner/Ringen) that an official representative from each of the following be granted complimentary conference registration: BMS, MSEB, CBMS, MAA, AMS, NCTM, AACC, NAM, WAM.
5/10/1993	Conference	It was m/s (Jones/Garner) that the AMATYC Executive Board sponsor a Leadership Training Workshop at the Boston Conference and that no expenses be paid for attendance to the workshop, nor any charges made.

Date	Category	Motion
5/10/1993	General	<p>It was m/s (Westfall/Jordan) that the following policy be adopted and included in the Policy Manual.</p> <p>Miscellaneous Policy: Open Board Meetings</p> <ol style="list-style-type: none"> 1. All AMATYC Executive Board meetings are open to all AMATYC members except in the following circumstances: <ul style="list-style-type: none"> during discussion of personnel issues during discussion of award winners during discussion of candidates for elections or the results of elections prior to the general announcement. 2. The AMATYC Executive Board agenda is set by the President in advance of each meeting. The President shall designate any agenda items which will require the Board to meet in executive session. Visitors will be asked to leave the Board meeting during such executive sessions. 3. Anyone other than AMATYC members who wishes to attend a Board meeting must make such a request to the President in advance of the meeting. 4. A visitor to AMATYC Executive Board meetings may voice an opinion only when recognized by the President.
5/10/1993	Committees	It was m/s (Ewen/Garner) to approve the concept of internships and forward these guidelines on to the Editorial Review Committee.
5/10/1993	General	It was m/s (New/Hobbs) that \$800 be budgeted for purchase of AMATYC lapel pins.
5/10/1993	General	It was m/s (Mays/Ewen) that the AMATYC Executive Board endorse in principle the MAA Guidelines for Programs and Departments.
5/11/1993	Financial	It was m/s (Ewen/Jones) that the Board authorize Karen Sharp, Margie Hobbs and Marilyn Mays to pursue the bonding of the future treasurer, to recommend a specific resolution by mail by July 15, and to implement the resolution, if approved, for the 1993-95 treasurer. A maximum of \$700 may be used to bond the treasurer position.
5/11/1993	Committees	It was m/s (Jones/Ringen) to approve up to \$3500 for the printing of this document. (Secretary's Note: refers to printing and distribution of Academic Preparation document.)
5/11/1993	Conference	It was m/s (Westfall/Jones) that the 1994 Tulsa conference registration fee be set at \$135.

Date	Category	Motion
5/11/1993	Conference	It was m/s (Burrier/Garner) that the board approve ColoMATYC to pursue hosting an AMATYC regional conference to be held in Breckenridge, Colo., June 1994.
5/11/1993	Financial	It was m/s (Ringen/Westfall) to establish a separate interest bearing bank account for life memberships, with an amount equal to one year's regular membership per life membership being removed per year.
5/11/1993	Financial	It was m/s (Ringen/Westfall) to approve up to \$800 for the incoming treasurer to travel to the national office for training during the summer of 1993.
5/11/1993	Awards	It was m/s (Westfall/Jones) to add the following statement to the Policy Manual under miscellaneous policies (K-5). "A plaque should be given to the incoming President by the outgoing President at the annual breakfast. The plaque should be designed so that the terms of office of the President are displayed."
5/11/1993	Conference	It was m/s (Sharp/Jones) that the site visitation committee for the AMATYC office conduct further negotiations with the college ranked second in its previous motion at this Board meeting.
11/16/1993	Office	(mail ballot) Subject to fine tuning or improvement by the negotiation committee of Dale Ewen, Wanda Garner, and Karen Sharp, the attached contract between AMATYC and State Technical Institute at Memphis establishing the AMATYC office is approved.
11/16/1993	Affiliates	(mail ballot) Wisconsin is approved as an affiliate contingent upon submission of the appropriate materials.
11/16/1993	Committees	(mail ballot) The document, "Two-Year College Mathematics Department Standards", be mailed to the Delegate Assembly, asking for their approval.
11/16/1993	Conference	(mail ballot) Larry Lance is approved as Exhibits/Advertising Chairperson for the term 1993-95.
11/16/1993	Committees	(mail ballot) Margie Hobbs is approved as Chairperson of the Grants Committee for the term 1993-95.
11/16/1993	General	(mail ballot) The changes to the AMATYC Policy Manual as presented by the President-elect are approved.
11/16/1993	Committees	(mail ballot) The "Procedure and Time Line for Development of AMATYC Educational Policy Statements", as revised, is approved.

Date	Category	Motion
11/16/1993	Grants	(mail ballot) AMATYC pursue funding for teacher and faculty enhancement from NSF under the Advanced Technological Education Program.
11/16/1993	Committees	(mail ballot) The following committee chair appointments for the 1993-95 term are approved: Developmental Mathematics: Jack Rotman Education: Phil DeMarois Equal Opportunity in Mathematics: Marcella Beacham Placement/Assessment: Nancy Sattler Student Mathematics League: Glenn Smith Technology in Mathematics Ed.: Brian Smith Technical Mathematics: Rob Kimball Editorial Policy Review: James Hall Historian: " Rikki Blair
11/16/1993	Committees	It was m/s (Hobbs/Mays) to recall for further discussion the policy regarding the procedure and time line for development of AMATYC educational policy statements.
11/16/1993	Conference	It was m/s (Cleaves/Ewen) that for the Boston Conference only the budget accounts 4160, audio-visual equipment rental, and 4180, computer rental, be combined to cover the rentals of equipment and computers.
11/16/1993	General	It was mls (Mays/Hobbs) that the motion passed in Memphis that says "A letter submitted by the past president clarifying the fact that only regular members are allowed to vote in AMATYC elections will be sent out and placed in the policy manual" be changed to "A letter clarifying the fact that only regular members are allowed to vote in AMATYC elections will be sent out at the direction of the past president just prior to ballots being mailed. This letter will state that the institutional contact who is receiving the letter will receive a ballot only if he/she is also a regular member." The remainder of the motion will be deleted.
11/16/1993	Conference	It was m/s (Banes/Garner) that approval be given for a Regional Meeting to be held at the Beaver Run Resort and Conference Center, Breckenridge, Colorado from June 15-18, 1995.
11/16/1993	Financial	It was m/s (Eaton/New) that line item 5800 (CAMC) be increased in the 1994 budget from \$1,000 to \$2,200.
11/16/1993	Committees	It was m/s (Hobbs/Ewen) that the Equal Opportunity in Mathematics Committee be charged with contacting individuals who participated in the NSF conferences on Diversity in the Scientific and Technological Work Force to invite them to submit proposals for presentations at the Tulsa conference.

Date	Category	Motion
11/16/1993	Conference	It was m/s (Mays/Ringen) that CBMS be allowed the use of a booth at the Tulsa conference at no expense for the purpose of distributing career materials at a cost of \$1 per package.
11/16/1993	General	It was m/s (Banes/Eaton) that the AMATYC Executive Board approve the AMATYC Organizational Chart as attached.
11/16/1993	General	It was m/s (Ringen/Wood) that the attached Summer Institute Course Proposal form be approved.
11/16/1993	General	It was m/s (Eaton/Jones) that completed course proposal forms be submitted by each summer institute director to the board liaison by Feb. 1.
11/16/1993	General	It was m/s (Ringen/Jordan) that the over budget expense for the 1993 printing and mailing of the Summer Institutes brochures be paid.
11/16/1993	General	It was m/s (Jordan/Jones) to create a new concept in in-service training: Traveling Technology Workshops. AMATYC will sponsor this project and direct it through a Project Director. The Project Director's responsibility will be quality control of the workshops and coordination with the local sponsoring college. AMATYC's sponsoring will include seeding the project with a brochure and mailing to all AMATYC members and two-year college mathematics chairs. It is estimated that these costs will not exceed \$600. The proposed time frame is that the brochure will be mailed in January so that workshops could begin in March. A report will be made to the AMATYC Board via the liaison officer after each workshop and for each AMATYC Board meeting. If the project looks like it is successful, outside funding (via NSF) will be sought to absorb some of the local colleges' costs.
11/16/1993	Publications	It was m/s (Garner/Ewen) that the AMATYC Board approve the printing of the 20 year AMATYC History up to \$2000 and the distribution of the History at the 1994 annual conference in Tulsa.
11/16/1993	Membership	It was m/s (Jones/Jordan) that AMATYC Institutional Membership dues be raised to \$250 per year, effective July 1, 1994.
11/16/1993	Conference	It was m/s (New/Eaton) that the position of registration coordinator be discontinued, beginning with the Tulsa conference.

Date	Category	Motion
11/16/1993	Conference	It was m/s (Jones/Banes) that beginning in 1994 the following positions be reimbursed at the single room rate at the conference: general conference chairperson (if comp suite is not contracted), local arrangements chairperson, program coordinator, exhibits and advertising chairperson, presider chairperson, evaluation chairperson, and the following year's general conference chairperson.
11/16/1993	Conference	It was m/s (Jordan/Banes) that the advertising rate for the conference program be increased to \$300 per page (full page only). Additionally, the centerfold priority option is to be deleted.
11/16/1993	Conference	It was m/s (New/Jordan) that a committee be formed to work with the conference coordinator and the national office in revising the conference manual.
11/16/1993	Conference	It was m/s (Garner/Mays) that AMATYC cover the cost of airfare and one room night for Ken Sien from Conferon to attend the Boston conference.
11/16/1993	Conference	It was m/s (Eaton/New) that conference publications limit the space dedicated to tour information to a mail-in form, not to exceed one-fourth page. Additional space must be purchased at a rate that includes all additional expenses generated by the advertising.
11/16/1993	Conference	It was m/s (Jordan/Eaton) that all would-be presenters for a conference must submit a proposal, with all requested information given, by the February 1 deadline.
11/16/1993	Conference	It was m/s (Ewen/Wood) to appoint Jean Woody as local arrangements chairperson.
11/16/1993	Conference	It was m/s (Ewen/Garner) to replace the motion with a substitute motion to change the \$5 registration packet expenditure to \$2.50 beginning in 1995 due to concern for the environment.
11/16/1993	Conference	It was m/s (New/Mays) that the Tulsa registration packet expense limit will remain at \$5.00 maximum.

Date	Category	Motion
11/16/1993	Conference	<p>It was m/s (Ewen/Ringen) that registration fees for the Tulsa conference shall be according to the following schedule:</p> <p>Early Registration for Members \$135.00 Regular Registration for Members \$155.00 Early Registration for Non-Members \$135.00 + cost of one year's membership Regular Registration for Non-Members \$155.00 + cost of one year's membership</p>
11/16/1993	Conference	<p>It was m/s (Jones/Jordan) to increase the honorarium for keynote and breakfast speakers from \$250 to "up to \$1500".</p>
11/16/1993	Conference	<p>It was m/s (Mays/Hobbs) that the following procedure regarding appointment of a Conference General Chairperson be adopted:</p> <p>At the time a conference city is selected, the President(s) of the appropriate AMATYC affiliate(s) will be contacted by the Conference Coordinator requesting that the officers of the affiliate(s) recommend one to three persons for consideration for that conference chairperson position. The Conference Coordinator will encourage the officers to inform the entire membership of the affiliate of this opportunity and solicit volunteers prior to making their recommendation. The Conference Coordinator will submit the names of persons recommended by the affiliate officers at the appropriate spring board meeting for action by the Executive Board.</p>
11/17/1993	Financial	<p>It was m/s (Ewen/Garner) that the treasurer will present only the abbreviated income statement and the balance sheet for the previous fiscal year at the Delegate Assembly and the closing session.</p>
11/17/1993	Conference	<p>It was m/s (Ewen/Garner) that AMATYC add to the budget under #4100 an "Other Board Invited Speakers" item for a maximum cost of \$3000.</p>
11/17/1993	Conference	<p>It was m/s (Hobbs/Jordan) that line item #3730 be increased by \$2000 to provide up to \$2000 for released time for the general Conference Chairperson.</p>
11/17/1993	Office	<p>It was m/s (Ewen/Hobbs) that the printing and mailing of brochures, documents, stationary, the newsletter and any other mass mailing be centralized through the Memphis office.</p>

Date	Category	Motion
11/17/1993	Office	It was m/s (Ewen/Garner) that the President be authorized to revise the AMATYC contract with State Technical Institute at Memphis to change the wording to allow all the positions specified in the contract to be any combination of professional staff and support staff positions as defined by college policy.
11/17/1993	Office	It was m/s (Ewen/Ringen) that a committee consisting of Karen Sharp (chair), Wanda Garner, and Margie Hobbs develop an office procedures process.
11/17/1993	Financial	It was m/s (Sharp/Ewen) that AMATYC sell the furniture currently being used by the treasurer's assistant, Anna Cole, for \$150.
11/17/1993	Office	It was m/s (Sharp/Jordan) that Cheryl Cleaves be appointed Executive Assistant to the Board.
11/17/1993	Committees	It was m/s (Garner/Ewen) that the Board approve the AMATYC Guidelines for Internships subject to approval by the Editorial Review Committee.
11/17/1993	Publications	It was m/s (Eaton/Gustafson) that AMATYC publish and sell a Directory of its membership.
11/17/1993	Conference	It was m/s (Mays/Eaton) that an AMATYC exhibit be organized for the AMATYC conference with representatives and documents present.
11/17/1993	Grants	It was m/s (Ewen/Mays) that AMATYC proceed with the development of a final proposal of an AMATYC Advanced Technological Education Summer Institute NSF grant proposal to be submitted next March.
11/17/1993	Committees	It was moved by the Developmental Mathematics Committee that AMATYC officially endorse the Bridge Project--Restructuring the Mathematical Bridge--Mathematics Reform for the Underprepared Student. This endorsement shall be evidenced by the appointment of an official liaison from AMATYC to the BRIDGE Steering Committee. This liaison shall be supported financially by the Bridge Grant for reasonable travel to steering committee meetings.
11/17/1993	General	It was m/s (Ewen/Hobbs) that Carol Eaton be asked to prepare a proposal for presentation to AACC that compares 4 year college success rates of two-year college transfer students to success rates of native 4 year college students.

Date	Category	Motion
11/17/1993	Publications	<p>It was m/s (Eaton/Jones) that the package rates be increased as follows: Package I from \$700 to \$750 Package II from \$900 to \$1000 Package III from \$500 to \$550 Additional pages at package rates in the conference program: one page \$250 (available only in combination with one of the above packages). Additional pages in Review Issues remain the same. Remove all "priority" position charges except the center spread. No inside front or back covers will be sold. (Secretary's Note: refers to Advertising rates.)</p>
11/17/1993	Conference	<p>It was m/s (Mays/Jordan) that all hotel and convention center contracts will be approved for the President's signature by the Expenditure Approval Committee, the Conference Coordinator, and the Vice President from the region in which the hotel or convention center is located.</p>
11/17/1993	Financial	<p>It was m/s (Hobbs/New) that the resolutions provided by the Community Bank of Germantown (for both the checking account and the AMATYC Foundation Account), First Tennessee Bank (for the EXXON Foundation funds), and Shears on Leahman (Smith, Barney, and Shearson) (for AMATYC reserve funds) which change the authorized signatures to those persons elected to the positions as determined by Board policy be adopted.</p>
11/17/1993	Financial	<p>It was m/s (Hobbs/Ewen) that two signatures are required to remove OR transfer funds from the Smith, Barney, Shearson account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions. Treasurer, President, Past President, President- Elect. Further, Smith, Barney, and Shearson should be notified of this change in policy in writing by the secretary and should ensure that AMATYC receive in writing a response from Smith, Barney, and Shears on that these instructions have been appropriately noted on all records and accounts related to the AMATYC funds held there.</p>
11/17/1993	Financial	<p>It was m/s (Hobbs/New) that the Executive Assistant, Treasurer, President, Past President, and President-Elect be authorized to sign or co-sign checks on the AMATYC checking account.</p>

Date	Category	Motion
11/17/1993	Financial	It was m/s (Hobbs/Garner)~ that the current process for paying bills and reimbursements be revised so that all invoices, bills, or reimbursements are first approved by the budget officer responsible for the account and forwarded to the Treasurer. The Treasurer shall check all dollar totals and ensure that expenditures are placed in the appropriate account numbers, then send a copy of the information needed to make payment to the AMATYC office. Office staff shall prepare the check and the Executive Assistant ,will sign the check. The check will then be mailed to the payee; the pink copy of the check will be mailed to the Treasurer to be attached to the original documentation; the white copy will be retained in the AMATYC office. At .year end, the file of pink copies and original receipts will be placed on file in the AMATYC office.
11/17/1993	Financial	It was m/s (Hobbs/Ewen) that the Treasurer shall maintain check register records by hand and monthly reconcile the check register with the computer accounting records that will be maintained at the national headquarters. The Treasurer will have on hand copies of all checks and copies of all deposits with appropriate account numbers noted will be made available to the Treasurer by the AMATYC office.
11/17/1993	General	It was m/s (Mays/Hobbs) that AMATYC thank Larry Sharp for the efforts that he has made on behalf of AMATYC and for volunteering his legal services; that AMATYC attempt to continue the benefits of legal counsel through a volunteer; and, failing that, AMATYC should investigate the possibility and related cost of hiring legal counsel.
11/18/1993	Publications	It was moved by Editor and the Production Manager, Joseph Browne and Jane Covillion, of "The AMATYC Review" that the Production Manager shall provide extra copies of each issue to the members of the Executive Board in the following amounts: Treasurer 50 copies All other members 5 copies
11/18/1993	Publications	It was m/s (Ringen/Eaton) to print the Department Standards document as a stand alone insert for "The AMATYC News" and print the document in a more formal way. Appropriate up to \$5000 for this printing and distribution.
11/18/1993	Foundation	It was m/s (Ewen/Eaton) that the Interim Articles of Procedure for the AMATYC Foundation are adopted.
11/18/1993	Foundation	It was m/s (Ewen/Eaton) that Phil Cheifetz be the Director of the AMATYC Foundation.

Date	Category	Motion
11/18/1993	Foundation	It was m/s (Ewen/Jordan) that the budget for the AMATYC Foundation be approved as presented.
11/18/1993	Foundation	It was m/s (New/Eaton) to approve the expenditure of up to \$750 of Foundation monies to cover expenses for Phil Cheifetz to attend the 1993 AMATYC Conference in Boston.
11/18/1993	General	It was m/s (Mays/Hobbs) that AMATYC endorse the Working Conference on Adult Mathematical Literacy and supply funding up to \$800 for one official representative to be appointed by the President.
11/18/1993	Financial	It was m/s (Hobbs/Ewen) that two signatures are required to remove OR transfer funds from the First Tennessee Bank account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions. Treasurer, President, Past President, President- Elect. Further, First Tennessee Bank should be notified of this change in policy in writing by the secretary and should ensure that AMATYC receive in writing a response from First Tennessee Bank that these instructions have been appropriately noted on all records and accounts related to the AMATYC funds held there.
11/18/1993	Foundation	It was m/s (Hobbs/Jones) that the Foundation Director or the AMATYC Treasurer or the AMATYC Executive Assistant be authorized to sign or co-sign checks on the AMATYC Foundation account.
11/18/1993	Committees	It was m/s (Jones/New) that Jim Hall, chair of the Editorial Policy Review Committee, be reimbursed according to AMATYC policy for expenses during the Boston conference.
11/18/1993	Grants	It was m/s (Hobbs/Jordan) that the AMATYC Board give Margie Hobbs and/or Darrel Abney the authority to negotiate with NSF on indirect costs for grants submitted with AMATYC as the fiscal agent.
11/20/1993	Awards	<p>It was m/s (Sharp/Eaton) ME Award criteria point system be changed to the following:</p> <ol style="list-style-type: none"> 1) National Reputation 15 points 2) Leadership & Activities in 20 points Professional Organizations 3) Professional Talks & Presentations 10 points 4) Awards & Grants Received 10 points 5) Publications 10 points 6) Memberships and/or Professional 10 points Activities on a Regional, State, or National Scale 7) Teaching Expertise 20 points 8) Other Contributions to Mathematics 5 points and/or Mathematics Education

Date	Category	Motion
4/20/1994	Conference	(mail ballot) The subcommittee of the President, President-Elect, Past President, Conference Coordinator, and Vice President for the region involved approved contracts for hotels for Tulsa, Little Rock, and Portland.
4/20/1994	Conference	(mail ballot) Vicky Ringen's expenses for Boston (turned in past the deadline) are approved.
4/20/1994	General	(mail ballot) The summer institute brochure is approved.
4/20/1994	Membership	(mail ballot) A grace period of one month for those sending in membership dues at \$25 is approved.
4/20/1994	Financial	(mail ballot) Allotment of funds in addition to the budgeted amount to produce the Traveling Technology Institute brochure is approved. (Note: Approval given but not budgeted for.)
4/20/1994	Conference	(mail ballot) Sending a housing flyer to all members for the Tulsa Conference is approved.
4/20/1994	Conference	(mail ballot) Sending the housing flyer to the entire database is approved.
4/20/1994	Committees	(mail ballot) The Expenditure Approval Committee approved the expenditures for the printing of the Education Committee's Qualifications document.
4/20/1994	General	It was m/s (Garner/Banes) that the AMATYC attorney review any contract and/or legal document before being signed by the President.

Date	Category	Motion
4/20/1994	General	<p>It was m/s (Sharp/Wood) that the following "read only" electronic services be offered:</p> <ol style="list-style-type: none"> 1) Employment Opportunity Database <ul style="list-style-type: none"> - individual members of AMATYC allowed to advertise themselves in a "positions desired" section on a complimentary basis - institutional members of AMATYC allowed to advertise "positions available" on a complimentary basis 2) AMATYC Leadership Listing <ul style="list-style-type: none"> - an electronic version of the name, AMATYC position, professional address, phone, FAX and e-mail address as found in the AMATYC Directory, for officers, committee chairs, and conference chairs 3) Publications <ul style="list-style-type: none"> - a listing of all AMATYC publications and an order form. Fee must accompany the order form. 4) Conference and Event Information <ul style="list-style-type: none"> - a database containing speaker forms, program information, and registration forms for the annual AMATYC conference, institutes, and workshops.
4/20/1994	Office	<p>It was m/s (Garner/Sharp) that the AMATYC Office be designated the storage site for all official AMATYC documents, including official copies of the Executive Board minutes, attachments, and official Delegate Assembly minutes.</p>
4/20/1994	Office	<p>It was m/s (Ringen/Garner) that the AMATYC Board present a plaque to a representative of State Technical Institute at Memphis on behalf of the membership of AMATYC in appreciation for their continuing generous support of the organization and of two-year college mathematics education.</p>
4/20/1994	Publications	<p>It was m/s (Jones/Ringen) that the Board thank Sharon Ross for her capable contributions to AMATYC over the past few years.</p>
4/20/1994	Committees	<p>It was moved by the Developmental Mathematics Committee that the purposes of the Committee be approved.</p>
4/20/1994	Committees	<p>It was moved by the Developmental Mathematics Committee that the concept of two consecutive one-hour sessions for the purpose of networking among those with a special interest be approved for the annual conference; that these sessions not be considered a two-hour workshop.</p>

Date	Category	Motion
4/20/1994	Conference	It was m/s (New/Bragg) that a Division and Department Chairs Colloquium be held at the Tulsa conference.
4/21/1994	Conference	It was moved by the Equal Opportunity Committee that in support of the AMATYC mission statement, the AMATYC Board will only consider site visitation for conferences in cities that do not take discriminatory political stands on human rights issues.
4/21/1994	General	In order to ensure that all AMATYC members (especially delegates) make informed decisions and to have a pool of qualified applicants for elected and leadership positions, equal access to information about AMATYC, its hierarchical structure, policies and procedures, etc., must be provided.
4/21/1994	Conference	It was moved by the Equal Opportunity Committee that AMATYC will choose conference sites that adequately accommodate the needs of physically challenged members and make known in conference announcements that such accommodations are available.
4/21/1994	Committees	It was m/s (Jones/New) that the chair of the Editorial Review Committee be in attendance at the conference and be funded for the conference in the same manner as the other academic and service committee chairs.
4/21/1994	General	It was m/s (Wood/New) that the AMATYC Secretary send a thank-you letter to Cheryl Cleaves from the Board for the lovely nametags.
4/21/1994	Committees	It was moved by the Technology in Mathematics Education Committee that the revised objectives be accepted.
4/21/1994	Committees	It was moved by the Technology in Mathematics Education Committee that the Board approve a hearing on input to the position paper on Delivering Technology to Students at the Tulsa conference, with a plan to submit it for final approval at the Delegate Assembly in Little Rock.
4/21/1994	General	It was m/s (Garner/Wood) that statement 4.A.5) under miscellaneous policies (page K-2 in the Policy Manual) be changed to "One or more members of the executive board will be assigned as liaison(s) to the institutes."
4/21/1994	Committees	It was m/s (Blair/Bragg) to approve the revised version of the Student Learning Problems position paper.

Date	Category	Motion
4/21/1994	General	It was m/s (Bragg/Sharp) that whereas the Mathematical Sciences Education Board has provided guidance to the mathematics education community, significantly increased communication among the mathematics organizations, and encouraged coordination of strategic planning for improvement in mathematics education and in the organizations, the Executive Board of AMATYC commends the MSEB for its valuable leadership in assisting the mathematics community in affording all students with greater opportunities for the twenty-first century. This includes providing a more meaningful mathematics curriculum appropriate for application and research and a better environment for learning. In addition, the AMATYC Executive Board believes that it is critical to the future of this nation that the efforts of the MSEB to bring about effective reform of mathematics education be continued.
4/21/1994	Conference	It was m/s (Sharp/Garner) that CBMS distribute career materials at the Tulsa conference free of charge.
4/21/1994	Affiliates	It was m/s (Wood/Bragg) that DelMATYC (Delaware) be approved as an AMATYC affiliate organization, pending receipt of the constitution and letter of request.
4/21/1994	Conference	It was m/s (New/Jones) that AMATYC refund up to the agreed-upon amount to the local Boston colleges in whatever manner is requested by the colleges.
4/21/1994	Conference	It was m/s (Sharp/Malena) that Linda Thompson be named the Local Arrangements Chair for the 1995 Little Rock Conference.
4/21/1994	Conference	It was m/s (Bragg/Jones) that AMATYC provide funding for a person to be a speaker at a concurrent session at the annual conference in Little Rock and to deliver a presentation on Diversity in the Scientific and Technological Workforce.
4/21/1994	Conference	It was m/s (New/Ringen) that AMATYC agree to pay a deposit of 25% of the rental fee or \$2629.25 for the convention center in Portland, due in May 1997.
4/21/1994	Conference	It was m/s (Jones/Ringen) that ArizMATYC be given approval to begin planning for a 1997 regional meeting.

Date	Category	Motion
4/21/1994	Conference	It was m/s (Blair/Bragg) that a strand be created for conference programs on topics related to increasing diversity in participation in mathematics. Note: This strand would start in Little Rock.
4/22/1994	Membership	It was m/s (Jones/Bragg) to include membership in the Student Math League with the institutional membership of AMATYC. Note: this would begin with the 1994-1995 testing cycle.
4/23/1994	Conference	It was m/s (Cleaves/Sharp) that Joyce Martin be brought to the Tulsa Conference "at the usual reimbursement for committee chairs to train the AMATYC staff in registration procedures. Note: this would be a one time only deal to make the transition as smooth as possible.
4/23/1994	Conference	The total cost per person for the Friday night reception and the Saturday breakfast at Tulsa not exceed \$42.
4/23/1994	Conference	It was moved that Discoveryland be contracted with to provide Friday night's entertainment.
4/23/1994	Conference	It was moved that AMATYC contract with Stonehorse Band as part of the Friday evening entertainment.
4/23/1994	Awards	It was m/s (Sharp/Bragg) that AMATYC officers must be off the Board for two years before they can receive the Award. (Secretary's Note: refers to the Mathematics Excellence Award.)
4/23/1994	General	It was m/s (Sharp/New) that the incoming President (current President-elect) will write letters notifying the supervisors of the new board members of their election. Note: The current policy is unclear as to which officer is being specified to write the letter.
4/23/1994	Committees	It was m/s (Sharp/Malena) that the Editorial Review Committee be added to the organizational chart next to the Historian.

Date	Category	Motion
4/23/1994	General	<p>It was m/s (Blair/Malena) that AMATYC present the following resolution: Whereas AMATYC wishes to recognize-those who have led the way in mathematics and served as examples for others to follow, the AMATYC Executive Board of 1993-1995 honors Dorothy Campbell Seaman; Bachelor's in Mathematics, Hunter College, 1915; Masters in Teaching, Columbia University, 1916; on her loath birthday, July 15, 1994. Note: Dorothy Campbell Seaman is Susan Wood's grandmother.</p>
4/23/1994	Financial	<p>It was m/s (Garner/Exley) that no. 12 under General Financial Policies (page I-22) in the Policy Manual be changed to read, Since AMATYC is a non-profit organization whose officers serve as volunteers with no compensation for the duties they perform in order to maintain consistency, if an officer, committee chair or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures.</p>
4/23/1994	General	<p>It was m/s (Ringen/Sharp) that AMATYC offer to its members subscriptions to PRIMUS at 25% off the regular subscription price (\$25.50 instead of \$34/year).</p>
4/23/1994	Membership	<p>It was m/s (Ringen/Garner) that Don Hutchison be reimbursed \$50 for two years membership paid in advance in December 1993, because he decided to purchase a life membership instead at \$500.</p>
4/23/1994	Financial	<p>It was m/s (Garner/Jones) that AMATYC budget all national travel, excluding AMATYC Conferences, site visits, and Spring Board meetings, at \$1000 per trip unless there is reason to believe that actual cost will be substantially less than \$1000.</p>
4/23/1994	Financial	<p>It was m/s (Garner/Sharp) that AMATYC annually budget to return to savings a minimum of \$10,000. Further, that regular income be defined as all income except income from grants.</p> <p>Note: Current policy states that we return 10% of gross income to savings each year, but this is not the case each year. Current policy also does not indicate that grant income is not included in gross income.</p>
4/23/1994	Office	<p>It was m/s (Sharp/Jones) that all AMATYC documents be prepared with the software as prescribed by the Executive Assistant to the Board.</p> <p>Note: The office is currently using WordPerfect, Lotus, Paradox, and Peachtree.</p>

Date	Category	Motion
4/23/1994	General	It was m/s (Sharp/Exley) that AMATYC purchase a laptop computer and appropriate software for each President-elect. Upon completion of his/her term as Past President, the laptop computer becomes the property of that person. Up to \$2000 is allocated for this purpose.
4/23/1994	General	It was m/s (Sharp/Exley) that in 1994 only, AMATYC purchase a laptop computer for the President and President-elect and that the Past President retains the laptop used during her term as President, with these computers to become the property of these persons upon completion of their terms as Past President. Up to \$4000 is allocated for this purpose.
4/23/1994	General	It was m/s (Sharp/Banes) that AMATYC purchase an IBM compatible notebook computer and appropriate software for the secretary's position. Up to \$2000 is allocated for this purpose.
4/23/1994	General	It was m/s (Blair/Jones) that AMATYC purchase a portable printer and allocate up to \$500 for this purpose. The printer would be housed with the President who would be responsible for bringing it to the conference and to board meetings.
4/23/1994	Publications	It was m/s (Sharp/Jones) that once the initial distribution of a document is complete, a charge will be assessed for production and handling. Note: Charges are to cover costs and postage only. AMATYC may want to think about a Publications Committee. Bill Kelly will determine appropriate costs for each document.

Date	Category	Motion
4/24/1994	General	<p>It was m/s (Wood/New) that the procedure for mail ballots be as follows:</p> <ol style="list-style-type: none"> 1. Mail ballots should be used infrequently, only for very routine items or when the President determines that a decision of the Board is absolutely necessary between Board meetings in order to continue the work of AMATYC. 2. Mail ballots which are distributed electronically should be followed as soon as possible by paper mail or FAX to the entire Board. Board members should acknowledge receipt of all mail ballots to the office. To ensure arrival of the mail ballot, the office will telephone Board members not acknowledging receipt by one week from date mailed or three days from date of FAX. Board members receiving electronic and paper ballots should vote only once -- either electronically or by paper. 3. Votes from mail ballots should be returned by a date specified by the President. 4. Upon receipt of a mail ballot, Board members are encouraged to share concerns with one another and with the President by e- mail, telephone, or FAX. 5. Mail ballots must pass or fail by a majority vote of the members of the Board.
4/24/1994	Conference	<p>The Conference Coordinator in consultation with the Treasurer will approve conference related or other donations of goods or services. They will make decisions regarding the acceptance of ordinary donations, in consultation with the Expenditure Approval Committee if necessary. Final decisions regarding extraordinary donations will be made by the Executive Board. Exceptions to this policy are favors distributed directly to attendees by conference exhibitors. In the event that either the Conference Coordinator or the treasurer is unavailable <i>for</i> an extended period of time the president shall be consulted.</p>
4/24/1994	Conference	<p>It was m/s (Bragg/Garner) that the AMATYC Executive Board directs the AMATYC office to distribute the \$1900 remaining from the Boston conference donations as follows: \$1000 to NEMATYC and the rest to institutional memberships <i>for</i> the nine colleges who donated funds. This distribution should be handled in a manner which is mutually agreeable to the office and the conference chairs.</p>
4/24/1994	Conference	<p>It was m/s (Sharp/New) that commencing with the 1996 conference, only one speaker per session will be permitted to register at the speaker rate.</p>
4/24/1994	Financial	<p>It was m/s (Garner/Banes) that the Board approve the Accounting Manual as revised by the Budget Committee.</p>

Date	Category	Motion
4/24/1994	General	<p>It was m/s (Sharp/Banes) that all AMATYC members should be provided information about AMATYC, its structure, and affiliates. Multiple avenues <i>for</i> involvement in AMATYC and <i>for</i> entry into leadership positions should be available. Such activities include:</p> <ul style="list-style-type: none"> - an orientation session(s) at annual conferences; - a handbook containing information about AMATYC; - regular announcements to the membership of opportunities for service and leadership.
4/24/1994	Publications	It was m/s (Garner/Wood) to approve the handbook as revised.
4/24/1994	Publications	It was m/s (Sharp/New) to allocate \$4000 for printing and distribution of the AMATYC Handbook.
4/24/1994	Committees	<p>It was m/s (Malena/Jones) that the AMATYC Executive Board assign the following responsibilities to the Editorial Review Committee. In addition to its current responsibilities, the Editorial Review Committee will:</p> <ol style="list-style-type: none"> 1. write articles <i>for</i> preparation of press releases and secure appropriate mailing lists; 2. write articles highlighting and/or publicizing AMATYC for periodicals. <p>In order to justify support for the chair of this committee to be reimbursed <i>for</i> attendance at AMATYC conferences, the Board feels that the committee responsibilities should be expanded to include these vital tasks.</p>
11/1/1994	Publications	(Mail ballot) The AMATYC History be approved.
11/1/1994	Conference	(Mail ballot) That the Museum of Five Civilized Tribes be given free booth space for the Tulsa conference.
11/1/1994	Conference	(Mail ballot) That the theme for the Little Rock conference be altered from "Mathematics: The Key to Excellence" to "Standards: The Key to Excellence."
11/1/1994	Financial	It was m/s (Ringen/Exley) that the AMATYC Treasurer be authorized to pay the overbudget amount of a total of \$2100, \$100 each more than the allocated \$2000, for a lap top computer for the president and the same amount for one for the president-elect.

Date	Category	Motion
11/1/1994	Financial	It was m/s (Jones/Wood) that the AMATYC Treasurer be authorized to pay the overbudget amount of a total of \$2100, \$100 each more than the allocated \$2000, for a lap top computer for the secretary's (actually the treasurer's) position.
11/1/1994	Financial	It was m/s (Sharp/Banes) that the new AMATYC reimbursement form be approved.
11/1/1994	Committees	It was m/s (Sharp/Blair) to add Allen Angel as member of Nominations Committee.
11/1/1994	Awards	It was m/s (Sharp/Malena) that the Mathematics Excellence Award process revised as amended.
11/1/1994	Financial	It was m/s (Sharp/Exley) that \$2500 be budgeted in 1995 for travel expense reimbursement for an AMATYC representative to the Mathematical Sciences Education Partnership Council.
11/1/1994	Financial	It was m/s (Sharp/New) that up to \$1200 be spent to send an AMATYC representative to BMS conference.
11/1/1994	Financial	It was m/s (Mays/Sharp) that starting with 1995, \$1000 be budgeted each year to pay for the President or a designee to represent AMATYC at the NCTM annual meeting.
11/1/1994	General	It was m/s (Sharp/Exley) that AMATYC list its membership in the AMS/MAA/SIAM Combined Membership list (CML) commencing in 1995.
11/1/1994	Membership	Amended motion: A new membership status for retired faculty be approved with a membership fee of half an individual membership.
11/1/1994	Membership	It was m/s (Blair/Jones) that the components of the Institutional Membership Drive outlined on the attached forms be approved for implementation. (attachment)
11/2/1994	General	It was m/s (Garner/Sharp) that the changes to the Policy Manual which reflect action taken during the Spring 1994 Executive Board meeting be approved.
11/2/1994	General	It was m/s (Mays/New) that the policy that the AMATYC attorney approve all contracts be rescinded.

Date	Category	Motion
11/2/1994	Conference	It was m/s (Garner/Banes) that Margie Hobbs be approved as conference coordinator effective at the end of the 1995 conference.
11/2/1994	Conference	It was m/s (Garner/Malena) that effective immediately Margie Hobbs be funded as necessary and according to policy to attend the 2001 conference site visit, the 1995 conference (for training purposes), and the 1995 spring board meeting.
11/2/1994	Conference	It was m/s (Exley/Malena) that Bill Keils be reimbursed for his conference registration in Boston.
11/2/1994	Financial	It was m/s (Sharp/Bragg) that when traveling on AMATYC business, a maximum of one daily personal phone call of 5 minutes duration or less will be allowed to home and to office. Effective date is January 1, 1995.
11/2/1994	Conference	It was m/s (Blair/Banes) that a special session Friday or Saturday afternoon be held at the Little Rock conference to announce the unveiling of the Standards.
11/2/1994	Conference	Amended motion: That the president of AMATYC be permitted to extend complimentary conference registration to up to 8 official representatives of other professional organizations.
11/2/1994	Committees	Amended motion now reads : that the AMATYC Executive Board identify a committee charged with examining the academic committee structure of AMATYC.
11/2/1994	Financial	Amended motion: that the board approve up to \$3000 to be spent for travel for an AMATYC representative to attend meetings of the Mathematics Competitions Project sponsored by MAA and NCTM.
11/2/1994	Publications	It was m/s (Mays/Sharp) that Joe Browne be appointed editor of the AMATYC Review for the term starting fall 1995 extending through fall 1998.
11/2/1994	Publications	It was m/s (Mays/Sharp) that Jane Covillion be appointed production editor of the AMATYC Review for the term starting fall 1995 extending through fall 1998.
11/3/1994	Conference	It was m/s (Ringen/Garner) that the Board approve \$500 for the 1996 Northwest Regional conference.

Date	Category	Motion
11/3/1994	Conference	It was m/s (Malena/Sharp) that AMATYC grant full conference refund to Ray Collings because of unexpected family emergency.
11/3/1994	General	It was m/s (Ringen/Exley) that the budget for printing and postage be increased so that the national officers, vice presidents, institute directors, and host institutions can receive copies of the brochure for promotion of AMATYC and the institutes at affiliate meetings. In addition each of the institute directors and the host institutions should receive copies.
11/3/1994	General	It was m/s (Ringen/Exley) that beginning with the 1995 summer institutes, the fee for non-AMATYC members attending the Institute shall be \$25 more than the AMATYC member fee. Monies accrued from the non-member surcharge shall be forwarded to AMATYC.
11/3/1994	Conference	It was m/s (New/Malena) that Peter Georgakis be named to Program Committee as West Representative.
11/3/1994	Conference	It was m/s (Garner/New) that line item #3631 for Long Beach conference planning be increased to \$600 in the 1995 budget. Friendly amendment: Change to \$450 and clarify that Marilyn McBride is being funded.
11/3/1994	General	It was m/s (Sharp/Banes) that the AMATYC Executive Board endorse the Standards for Introductory College Mathematics document.
11/3/1994	Foundation	It was m/s (Cheifetz/Jones) that the budget for the AMATYC Foundation for 1995 (\$2950) be approved.
11/3/1994	General	That beginning with the 1995 conference, Summer Institute Directors be funded to attend the conference at the usual reimbursement for committee chairs.
11/5/1994	Foundation	It was m/s (Sharp/Exley) to add Dale Ewen to the Foundation Board.
11/5/1994	Financial	It was m/s (Ringen/Garner) to approve the 1995 budget as submitted.
11/5/1994	Publications	It was m/s (Jones/Garner) that the winter 1995 issue go to 12 pages.

Date	Category	Motion
4/23/1995	Committees	It was m/s that the following Academic Committee chairperson appointments be approved for 1995-1997: Developmental Mathematics, Jack Rotman; Education, Phil DeMarois; Equal Opportunity in Mathematics, Marcella Beacham; Placement & Assessment, Nancy Sattler; Technical Mathematics, Rob Kimball; Technology in Mathematics Education, Brian Smith.
4/23/1995	Committees	It was m/s (Garner/New) that the following Service Committee chairperson appointments be approved for 1995-1997: Editorial Policy Review & Publicity, Peter Georgakis; Grants, John Pazdar; Student Mathematics League, Glenn Smith.
4/23/1995	Conference	It was m/s (Garner/New) that Vicki Froehlich be reappointed as Program Coordinator for 1995-1998.
4/23/1995	Conference	It was m/s (Garner/Malena) that Larry Lance be reappointed as Exhibits and Advertising Chair through the 1996 Long Beach Annual Conference.
4/23/1995	Financial	It was m/s (Malena/Jones) that the AMATYC Accounting Manual, as revised, be approved.
4/23/1995	Affiliates	It was m/s (Mays/New) that the President appoint a committee consisting of the treasurer, two other Board members, and three affiliate presidents to write a policy for awarding assistance stipends to affiliates.
4/23/1995	Conference	It was m/s (Garner/Bragg) that Glenda Lappan be approved as the Keynote speaker for the 1996 AMATYC Annual Conference in Long Beach.
4/23/1995	Conference	It was m/s (Garner/Sharp) that Wade Ellis, Jr., be approved as the Breakfast speaker for the 1996 AMATYC Annual Conference in Long Beach.
4/23/1995	Conference	It was m/s (Garner/Malena) that Sue Parsons be approved as the Local Arrangements Chairperson for the 1996 AMATYC Annual Conference in Long Beach.
4/24/1995	Conference	It was m/s (Garner/Exley): Beginning at the conclusion of the 1995 Little Rock Conference, the position of Presider Chairperson shall become a Board-appointed position. Further, this term of office shall coincide with that of Program Coordinator. Thus, it shall be a three year appointment.
4/24/1995	Conference	It was m/s (Garner/Sharp): That Mary Robinson be appointed Presider Chairperson for the term of 1995-1998.
4/24/1995	Conference	It was m/s (Mays/New): That AMATYC allow selling of mathematics-related items in the exhibit area starting with the 1996 annual conference. Sale of other items may be approved as necessary by the Conference Coordinator and the President.
4/24/1995	General	It was m/s (Blair/Ringen) that the Fall Board meeting 1995 and all future fall Board meetings be revised to travel on Sunday, have full meetings on Monday and Tuesday, have subcommittee meetings (no formal meetings) on Wednesday, have a full meeting on Thursday with Academic Committee chairs, and be able to attend the conference and perform various Board activities on Friday, Saturday, and Sunday.

Date	Category	Motion
4/24/1995	Conference	That the following persons be seated at the head table at the Saturday morning breakfast: President, President-elect, Conference Chair, Local Arrangements Chair, breakfast speaker, Conference Coordinator, Program Coordinator, ME Award winner (in even years), and others at the discretion of the President. All other national officers, committee chairs, regional vice presidents, editors, past presidents and others will be seated at reserved rounds at the front of the room.
4/24/1995	General	It was m/s (Blair/Sharp): That AMATYC create a new "AMATYC Policy and Procedures Manual" to include four sections called General Policy (currently the Policy Manual), Financial Policy (currently the Accounting Manual), Conference Policy (currently the Conference Manual), and Office Policy (currently the draft External Office Procedures Manual).
4/24/1995	General	It was m/s (Jones/New): that the responsibility of the president-elect will include making hand-written corrections on the General Policy section of the AMATYC Policy and Procedures Manual according to the official minutes of each Board meeting. Corrections will be sent for proofing to the secretary. The Office will then update the file and send hard copy to president-elect and secretary for final proofing. All manual holders will receive a final copy.
4/24/1995	Financial	It was m/s (Jones/New) that the responsibility of the treasurer will include making hand-written corrections on the Financial Policy section of the AMATYC Policy and Procedures Manual according to the official minutes of each Board meeting. Corrections will be sent for proofing to the secretary. The Office will then update the file and send hard copy to treasurer and secretary for final proofing. All manual holders will receive a final copy.
4/24/1995	Conference	It was m/s (Jones/New) that the responsibility of the Conference Coordinator will include making hand-written corrections on the Conference Policy section of the AMATYC Policy and Procedures Manual according to the official minutes of each Board meeting. Corrections will be sent for proofing to the secretary. The Office will then update the file and send hard copy to conference coordinator and secretary for final proofing. All manual holders will receive a final copy.
4/24/1995	Office	It was m/s (Jones/New) that the responsibility of the Executive Assistant will include making hand-written corrections on the Office Policy section of the AMATYC Policy and Procedures Manual according to the official minutes of each Board meeting. Corrections will be sent for proofing to the secretary. The Office will then update the file and send hard copy to executive assistant and secretary for final proofing. All manual holders will receive a final copy.
4/24/1995	Office	It was m/s (Malena/Bragg) that the draft of the External Office Procedures Manual be approved.
4/25/1995	General	It was m/s (Garner/Banes) that the changes to the Policy Manual which reflect action taken during the Fall 1994 Executive Board meeting be approved.
4/25/1995	General	It was m/s (Garner/Malena) that the changes to the Policy Manual shown in bold italics and deletions shown using strike outs be approved.

Date	Category	Motion
4/25/1995	Publications	Amended motion reads: that a policy be drafted stating that a copy of all newsletters for every academic committee be mailed to every affiliate president <u>and AMATYC Officers....developed. Mailing labels may be obtained from the AMATYC Office.</u>
4/25/1995	Committees	It was moved (Phil DeMarois) that AMATYC's Education Committee be divided into two committees: the Program Issues Committee and the Faculty Development Committee. Such action will be effective as of AMATYC's Little Rock meeting in November 1995.
4/25/1995	Committees	Substitute motion (Garner/Blair) That the chair of the Equal Opportunity in Mathematics Committee be an ex-officio member of the Editorial Policy Review and Publicity Committee.
4/25/1995	Grants	It was m/s (Garner/Malena) that the Grants Committee Policy Statement be received and returned for further refinement with the help of a Board subcommittee.
4/25/1995	Grants	It was m/s (Jones/Malena) that the Grants Committee motions be tabled until the Board committee makes its report.
4/25/1995	Publications	It was m/s (Sharp/Banes) that the "boilerplate" for every issue of the <u>AMATYC News</u> include an announcement of the electronic services of the organization and how to access them. A prominent location is to be given this announcement for the next year.
4/25/1995	Publications	It was m/s (Sharp/Malena) that the Secretary send Joe Browne and Jane Covillion letters of commendation from the Board for the excellent manner in which they are carrying out their duties.
4/25/1995	Publications	It was moved (Browne) that Della H. Hagy be appointed to the Editorial Panel of the AMATYC Review to complete the term of the Mid-Atlantic representative.
4/25/1995	Publications	It was moved (Blair) that the AMATYC Board agree to revise <u>The AMATYC History</u> every ten years, with the next revision being in 2004.
4/25/1995	General	<p>It was m/s (Sharp/Malena) that the following slate of officers for the 1995 election is approved:</p> <p>President-Elect: Sadie Bragg, Robert Kimball Secretary: Helen Banes, Martha Clutter Treasurer: Robert Malena Northeast VP: Gerald Lieblich, Philip Mahler Mid-Atlantic VP: Jackie Boyd DeMarzio, Susan Wood Southeast VP: Sharon Ross, Mike Schachter Midwest VP: Rikki Blair, Jim Roznowski Central VP: LuAnn Malik, Carolyn Neptune Southwest VP: Max Cisneros, Audrey Rose Northwest VP: Jacque Arellano, Ilga Ross West VP: Peter Georgakis, Randolph Taylor</p>

Date	Category	Motion
4/26/1995	Foundation	It was m/s (Sharp/Garner) that AMATYC and the AMATYC Foundation each be entitled to a complimentary exhibit booth at conferences if they so desire, space permitting.
4/26/1995	General	It was m/s (Mays/Sharp) that AMATYC have a booth at the 1996 AACC conference.
4/26/1995	General	Friendly amendment(Jones/Banes): that AMATYC send one or two representatives to ICME in 1996, as funding allows, with President Mays receiving top priority and second priority being President-elect Garner, if alternate funding can be found. The ceiling on AMATYC funds is \$2000.
4/26/1995	General	It was m/s (Sharp/Wood) that a mailing be sent to the Chief Academic Officer of each two-year college. This mailing is to inform colleges about the AMATYC electronic employment opportunities database. It should contain an institutional membership form and a letter from the AMATYC President encouraging use of this service.
4/26/1995	Affiliates	It was m/s (New/Bragg) that the organization known as Hawaii Mathematical Association of Two-Year Colleges (HIMATYC) be officially recognized as an AMATYC affiliate, pending the submission of the required documents.
4/26/1995	General	It was m/s (Exley/Malena) that AMATYC proceed with the implementation plan for the Standards and seek funding to support it.
4/26/1995	Financial	It was m/s (Malena/Banes) that the treasurer be authorized to obtain an air travel card to be used for booking transportation through the AMATYC travel agent. The transportation must be for events covered by the AMATYC Policy Manual, Board action, or a grant.
4/26/1995	Membership	The motion to be voted on now reads: That AMATYC recommends the creation of a new membership category for adjunct faculty. The adjunct faculty category would have reduced membership fees and would include the following: AMATYC News, Summer Institute mailings, Call for papers announcements, Conference Mini-Program, housing brochures, and the opportunity to post announcements on the electronic job board. The new membership category for adjunct faculty does not include the AMATYC Review, the Conference Program, membership drive information, voting rights, or eligibility for AMATYC office. Conference registration fees for adjunct faculty members would be the same as that for regular AMATYC members. Verification of adjunct will be required.
4/27/1995	General	It was m/s (Wood/Blair) that the following motion be presented by the Regional Vice Presidents to their delegates for their comment and revision: A state delegate shall be appointed for a maximum of three consecutive terms. An exception may be made in states and provinces where low AMATYC membership makes it necessary to reappoint a state delegate for more than three terms.
4/27/1995	General	It was m/s (Wood/Sharp) that a "Call for State Delegates" shall be printed in the Fall issue, odd-numbered years, of the AMATYC News.
4/27/1995	General	Amended motion now reads: that AMATYC explore the establishment of an Institute in Hawaii in 1996 similar to its current Summer Institutes.

Date	Category	Motion
4/27/1995	Financial	Motion being considered is that \$2000 be allocated for released time for the treasurer for the fall semester 1995.
4/27/1995	Conference	It was m/s (New/Ringen) that the regular conference registration fee for Long Beach be set at \$150.
4/27/1995	Conference	It was m/s (Garner/Malena) that AMATYC set the speaker registration fee at \$75 for Long Beach.
4/27/1995	Conference	It was m/s (Blair/Banes) that Cheryl Cleaves and Bill Thomas be appointed as a committee to identify give-aways for the fall conference and be authorized to use up to \$5 per person of the funds from breakfast.
4/27/1995	Awards	It was m/s (Clutter/Blair) that the AMATYC Executive Board approve the Teaching Excellence Award as outlined by the subcommittee. The first award would be given in Atlanta in 1997.
11/6/1995	Office	It was m/s (Jones/Malena) that there be one document for Office Procedures.
11/6/1995	General	It was m/s(Garner/Banes) that Sadie Bragg be appointed as AMATYC's third representative to CBAMN, along with President Mays and President-elect Garner, effective January 1, 1996.
11/7/1995	Financial	It was m/s (Malena/Sharp) that the Board authorize the transfer of up to \$500 of the anticipated surplus from the Saturday breakfast account (#3900) to the hospitality account (#4540).
11/7/1995	Financial	It was m/s (Mays/Sharp) that the Board establish a budget line item for providing a modest reception honoring and thanking the local committee workers for each conference and to fund it at \$7.50 per person up to a maximum level of \$750.
11/7/1995	Conference	It was m/s (Wood/Banes) that Rob Farinelli be named the 1999 Conference Chair, pending finalization of all contracts.
11/7/1995	General	Motion now reads: That AMATYC have an appointed position, Director of Community Relations and Legislative Initiatives, to inform the Board and members of issues that they need to be aware of pending action in the national and state congresses and to work with the ERC in getting press releases out, articles written for periodicals and other public relations jobs. The initial budget for this position for 1996 will be \$1000.
11/7/1995	General	It was m/s (Sharp/Ringen) that for 1996-1997 Marilyn Mays be appointed to fill the position of Director of Community Relations and Legislative Initiatives.
11/7/1995	Committees	Substitute motion(Sharp/Garner): that the Guidelines for Mathematics Departments at Two-Year Colleges and the Guidelines for the Academic Preparation of Mathematics Faculty at Two-Year Colleges be reviewed and updated by Wanda Garner and Peter Georgakis and then reprinted. These guidelines should indicate the date they were approved by the Delegate Assembly and that they have been updated (not revised) and the date. They will have an introductory letter from 1995-1997 President Wanda Garner.
11/7/1995	Committees	It was m/s (Garner/Ringen) that the following Academic Committee chairperson appointments be approved for 1995-1997: Faculty Development Committee, Peg Pankowski; Program Issues Committee, Phil DeMarois.

Date	Category	Motion
11/7/1995	General	<p>It was m/s (Mays/Malena) that the following three soon-to-be former vice-presidents serve on the 1997 election committee: Linda Exley, Bill New, Vicky Ringen. In addition, that the following slate of election committee members be presented to the Delegate Assembly for their approval:</p> <p>AMATYC Committee Chairperson: Marcella Beacham AMATYC Affiliate President: Joe May Delegate Assembly member: Jack Keating Delegate Assembly member: Charles Miller</p>
11/7/1995	Financial	<p>That the Treasurer is authorized to transfer funds among expense accounts provided approval of budget manager(s) and the Expenditure Approval Committee is obtained prior to the expenditure. All such transfers are subject to the following conditions:</p> <ol style="list-style-type: none"> 1. State and regional affiliate funds cannot be transferred into any other account or vice versa. 2. Money designated for release time or labor cannot be moved to other accounts or vice versa. 3. Funds budgeted for conference-related expenses cannot be transferred to general operating accounts or vice versa. 4. External grant funds are excluded from this policy.
11/7/1995	Publications	<p>It was m/s (Garner/Banes) that effective immediately, the AMATYC News will no longer contain regional pages. Rather, affiliate or regional information shall be collected by the vice-presidents and submitted by them to the Editor, and they will be published in a USA Today format listing affiliates with information alphabetically.</p>
11/7/1995	Publications	<p>It was m/s (Mays/Banes) that the Executive Assistant, one representative from the AMATYC Office, the newsletter editor, the current president and president-elect, and two vice-presidents form a committee to study the procedures required in and implications of publishing 4 or 5 newsletters a year. They will formulate a plan and timeline for producing each issue which will necessitate rigid deadlines and procedures for 1)submitting articles, 2)having the copy ready to proof, 3)proofreaders returning the copy, 4)having the camera-ready copy in Memphis to be printed, 5)getting the copy to the printers, and 6)putting the newsletter in the mail.</p>
11/9/1995	General	<p>It was m/s (New/Banes) that a committee be formed to study the possibility of working with Houghton Mifflin to cosponsor faculty development workshops.</p>
11/9/1995	Conference	<p>It was m/s (Garner/Banes) that effective immediately the primary responsibility for hotel and convention center contract negotiations be turned over to AMATYC's Conferon representative and AMATYC's legal counsel. Further, persons holding the positions of Conference Coordinator, President, President-elect, Past President, Treasurer, and Executive Assistant shall review these contracts and submit concerns to the Conferon contact by a reasonable date. Failure to reply shall not delay the negotiation process. The current President shall sign all contracts on behalf of AMATYC.</p>

Date	Category	Motion
11/9/1995	Financial	It was m/s (Malena/Banes) that Austin Travel be designated as the official AMATYC travel agent.
11/9/1995	General	It was m/s (Garner/Sharp) to amend the motion as follows: that the AMATYC Policy and Procedures Manual, dated September 1995, be approved.
11/9/1995	Conference	It was m/s (Malena/Ringen) that Larry Sharp be reimbursed per diem expenses for the 1995 conference.
11/9/1995	Financial	It was m/s (Malena/Exley) that all persons eligible for AMATYC airline travel reimbursement be required to book their flights through the official AMATYC travel agent. In emergency situations exceptions may be granted with the approval of the Treasurer prior to the booking of the flight.
11/11/1995	Financial	It was m/s (Sharp/Banes) that the Expenditure Approval Committee may only approve single expenditures less than \$5000 and expenditures totaling no more than \$10,000 in any fiscal year. Larger overbudget expenditures require approval of the entire Executive Board.
11/11/1995	Grants	It was m/s (Sharp/Banes) that the AMATYC Grants Committee Policy Statement be approved.
11/11/1995	Grants	It was m/s (Exley/Mays) that the AMATYC Grants Committee Policy Statement be approved except for Section IIIA. This clause will be referred to the Grants Committee chair for rewriting.
11/11/1995	Grants	It was m/s (Sharp/Exley) that the 1996 goals of the AMATYC Grants Committee be accepted.
3/19/1996	Financial	It was m/s (Malena/Lieblich) that the phone home expenses be allocated as \$2.60 per day for office calls and \$1.60 per day for personal calls.
3/19/1996	Committees	It was m/s (Mays/Taylor) -- that beginning with the Long Beach conference, the regional team champions and the regional individual champions will be given plaques. Further, the top five individuals in the national competition will also receive plaques. These would be in addition to the plaques already given to the top five colleges and the top individual in the national competition. No team or individual would receive more than one plaque. Rather, a team or individual who qualifies for two plaques will have a double inscription on a single plaque.
3/19/1996	Committees	It was m/s (Malena/Blair) that we allot the Student Mathematics League up to an additional \$440 for 1996 for the purchase of additional regional plaques.
3/19/1996	Committees	Amended motion now reads: that beginning with the 1996-1997 competition, graphics calculators shall be permitted in the Student Mathematics League. Moderators will be encouraged to provide access to graphics calculators for those students who do not have them.
3/19/1996	Publications	It was m/s (Lieblich/Bragg) that the following people be appointed to the Editorial Board of "The AMATYC Review" to replace two people who have resigned. 1) Margaret Willis of Piedmont Virginia, Community College as the Mid-Atlantic, Regional representative 2) Michelle Diel of New Mexico University-Valencia as an At-large member.
3/30/1996	Conference	It was m/s (Lieblich/Rose) that Max Cisneros be approved as Exhibits/Advertising Chair effective at the conclusion of the 1996 Long Beach conference. This shall be a three year appointment ending at the conclusion of the 1999 conference.

Date	Category	Motion
3/30/1996	Conference	It was m/s (Mays/Ross) that funding be provided for Max Cisneros to attend the Long Beach conference at the level of the Exhibits chair.
3/30/1996	Conference	It was m/s (Rose/Neptune) that the theme for the Atlanta conference be "Sharing the Dream."
3/30/1996	Conference	It was m/s (Blair/Ross) that the theme for the Portland conference be "Bridges."
3/30/1996	Conference	<p>It was m/s (Ross/Liebllich) that the following priorities be used for inviting as keynote and breakfast speakers for the Portland conference:</p> <ul style="list-style-type: none"> A. Bill Gates B. Dr. Betty Duval, 1st CC coordinator in US Dept of Ed C. Dr. Endsha Ida Mae Holland, USC D. Herb Gross, Bunker Hill CC <p>move to amend: Bill Gates, Ron Graham, Miriam Lieva for keynote; Holland, Richard Minnix and Frank Morgan for breakfast.</p>
3/30/1996	Conference	<p>amended motion now reads: The following priorities be used for inviting keynote and breakfast speakers for the Portland conference.</p> <p>For the keynote speaker: A. Bill Gates B. Ron Graham C. Miriam Lieva</p> <p>For the breakfast speaker: A. Dr. Holland B. Richard Minnix C. Frank Morgan</p>
3/30/1996	Conference	It was m/s (Bragg/Mays) that the 1998 conference flow chart be given to Conference Coordinator for revision.
3/30/1996	General	It was m/s(Rose/Wood) that final copies of the spring and fall Board meeting minutes be distributed to all Board members, committee chairs, and future conference chairs.
3/30/1996	Conference	It was m/s (Liebllich/Malena) that the conference coordinator, program coordinator, and conference chair make one site visit to the meeting facilities of each conference prior to the conference. Effective date is the Atlanta conference.
3/30/1996	General	It was m/s (Bragg/Mays) that the AMATYC leadership session be planned by a committee of 2 vice-presidents, the President-elect, a committee chairperson, and an affiliate president, and that the committee members be selected by the President-elect. This session is expected to be held in odd-numbered years.
3/30/1996	Conference	It was m/s (Bragg/Mays) that AMATYC offer a First-time Attendee Session in Long Beach, monitor the attendance and record the attendance comments.

Date	Category	Motion
3/31/1996	Affiliates	It was m/s (Rose/Blair) that AMATYC provide \$500 to support the Southwest regional conference in Flagstaff in July 1997.
3/31/1996	Conference	It was m/s (Ross/Taylor) that a networking (or hospitality) room will be available at all AMATYC conferences.
3/31/1996	Conference	It was m/s (Mays/Lieblich) that the main hospitality room will be open a minimum number of preposted hours, with one set of those being on the evening prior to the opening of the conference (to afford early arrivals a chance to network before the conference). The preconference mailings will contain specific information about the hours that this room is open and about the location of the room.
3/31/1996	Conference	Substitute motion: It was m/s (Mays/Blair) that up to \$1 of every registration fee (including presenters) will go to support this hospitality room and there will be no increase in the registration fee.
3/31/1996	Conference	Amended motion now reads: that the AMATYC conference program have a strand for commercial presentations. This presentation is independent of being an exhibitor. These participants will be charged for the privilege of being on the program. Their presentations will be designated as COMMERCIAL in the program.
3/31/1996	General	<p>It was m/s (Neptune/Malena) that clerical detail work should be removed from the Past President's duties. Replace the following items on pages F-84 and F-85 of the AMATYC Policy and Procedures Manual with</p> <p>12. A draft of the ballot will be prepared by the Office and forwarded to the chair of the committee. The ballot proofs will be sent to the President and the President-elect by the chair of the Nominating Committee for proofing prior to printing. After approval, the revised ballot should be sent to the Office for preparation of camera-ready copy, printing and mailing. A memo outlining the task to be completed and time line to be followed by the Office should be included.</p> <p>19. If two or more candidates tie with the greatest number of votes, another ballot must be prepared containing in alphabetical order those candidates who were tied. The Office must send a special mailing of this ballot including vita no later than 10 days after the results are known. The ballots and vita should be mailed first class. The winners should be announced in the winter issue of the AMATYC newsletter. Ballots will have to be returned to the Nominating Committee chair prior to December 1 to effect this.</p> <p>21. The chair of the Nominating Committee should prepare a report for the first Board meeting following an election. This report should include the actual tallies for each position.</p>
4/1/1996	Publications	It was m/s (Blair/Neptune) that AMATYC accept in principle the need to create a Home Page on the World Wide Web.

Date	Category	Motion
4/1/1996	Publications	Amended motion now reads: that AMATYC accept the Brooks/Cole offer to create and maintain a homepage on the world wide web and that the Technology in Mathematics Education Committee make a recommendation to the Board by June 1, 1996, as to the content of the page and how it will be maintained.
4/1/1996	Committees	It was m/s (Ross/Clutter) that the report of the Task Force on Committee Structure be received and that a Board subcommittee be formed for further study to report back to the Board no later than the fall Board meeting.
4/1/1996	Affiliates	It was m/s(Bragg/Wood) that AMATYC establish a Task Force to recommend and provide the implementation of methods of more effective communication between the leadership of AMATYC and its affiliates.
4/1/1996	Affiliates	It was m/s (Clutter/Neptune) that the Affiliation Booklet be revised every year by the AMATYC Secretary.
4/1/1996	Membership	<p>It was m/s (Mays/Neptune) that when new institutional memberships (or renewals) are received by the AMATYC Office, a "Welcome Packet" consisting of the following items will be mailed to the institutional contact person.</p> <p><u>Contents of Welcome Packet</u></p> <ul style="list-style-type: none"> - Letter from President - copies of all current position papers - Summer Institute/Traveling Technology brochures - Conference information (if available) for next conference - Handbook - Individual (regular) membership brochure - Copy of any available, recent AMATYC publication such as Crossroads and/or the Executive Summary of Crossroads - Student Mathematics League brochure - Availability of Position form (page I-107 of Policy Manual) - Any available information regarding access to AMATYC electronic services - List of Benefits of Institutional Membership (page I-106 of Policy Manual)
4/1/1996	General	It was m/s(Blair/Lieblich) that AMATYC become the lead organization in the NATIONAL INITIATIVE for PREP (NIP) program; that Therese Jones, Amarillo College, be asked to serve as the AMATYC liaison to NIP and that she proceed with organizing and seeking funds for the program. A formal report from Therese is to be presented at the Fall 1996 Board meeting.

Date	Category	Motion
4/1/1996	General	It was m/s (Mays/Ross) that the following changes be made in the General Policy Manual Section of the AMATYC Policy and Procedures Manual: 1) Item #14 be deleted from the Duties of the President and the remaining items be renumbered appropriately. 2) Item #6 be deleted from the Duties of the President-elect and the remaining items be numbered appropriately. 3) The attached information be added to the Duties of the President-elect and be numbered as the last item of the list. (attached)
4/1/1996	General	It was m/s (Bragg/Mays) that the following duties should be added to the Regional Vice President's duties and included in the general policy manual: - Send new members welcome letters and final notice renewal letters - Send letters to prospective State Delegates outlining their duties and to their colleges' administrators requesting funds for the delegates to travel to the annual conference - Invite proposals for AMATYC Affiliate Grants.
4/1/1996	Office	Substitute motion: (Blair/Bragg) that the AMATYC Budget Committee begin immediately to study the feasibility of and make long-range plans for hiring an Executive Director and present a proposed job description, salary, and expected implementation date at the 1997 spring Board meeting.
4/1/1996	General	It was m/s (Blair/Lieblich) that the AMATYC Board set up a task force to establish a new position for college mathematics faculty across the nation who choose to spend their sabbatical working on projects for AMATYC. The Task Force will report back to the fall Board meeting.
4/2/1996	Publications	It was m/s (Blair/Taylor) to add to the Policy Manual (p. C-23) that the AMATYC Handbook be mailed to all members in the first quarter of even-numbered years.
4/2/1996	Conference	It was m/s (Malena/Blair) that the early registration fee for the 1997 AMATYC conference in Atlanta be set at \$165 and that the regular registration fee be \$195.
4/2/1996	Conference	It was m/s (Malena/Neptune) that Larry Sharp be brought to the AMATYC conference in Long Beach at the same consideration as a conference chair with the exception being that he should receive two rooms at the Sheraton.
4/2/1996	Committees	It was m/s (Ross/Taylor) that the AMATYC Board adopt the procedure and time line for development of AMATYC Educational Policy statements. (attached)
4/2/1996	Committees	It was m/s (Blair/Wood) that the process change be approved. (Secretary's note: refers to Nominating Committee process.)
4/2/1996	Awards	It was m/s (Blair/Wood) that the ME Award committee be elected at the regional meetings at the national conference in even numbered years.

Date	Category	Motion
4/2/1996	Awards	It was m/s (Mays/Blair) that IID be changed to: The past president is the chairperson of this committee. When officers change in odd numbered years, the new past president becomes chair of the committee. (Secretary's note: refers to ME Award procedure.)
4/2/1996	Publications	It was m/s (Ross/Malena) that the Newsletter Expansion Committee reexamine the process with an eye toward moving the production of the AMATYC News to the Office.
4/2/1996	Publications	It was m/s (Wood/Rose) that AMATYC News be published 5 times a year beginning in 1997.
4/2/1996	Conference	It was m/s (Mays/Neptune) that the following list of persons in order of priority be invited to be the keynote speaker for the Atlanta conference: <ol style="list-style-type: none"> 1. Walter Massey (Morehouse College) 2. Luther Williams (NSF Assistant Director for Education and Human Resources) 3. Johnetta Cole (Spelman President) 4. Jacqueline Belcher (President of DeKalb, immediate past president of AACC) 5. Thomas Cole (Clark/Atlanta President)
11/11/1996	Conference	It was m/s (Mays/Ross) that the mail ballot motion regarding changing program strands at the conference be reconsidered at the spring Board meeting.
11/11/1996	General	It was m/s (Blair/Clutter) to accept Phil Mahler as interim Northeast Vice President, if he is willing.
11/11/1996	Committees	It was m/s (Malena/Blair) that we accept the change in the first objective of the Faculty Development Committee to read: "To identify, to review, to make recommendations and to disseminate information regarding issues of professional concern for individual AMATYC members."
11/11/1996	Committees	Amended motion now reads: that the Professional Concerns Subcommittee of the Faculty Development Committee draft a position paper concerning compensation for faculty seeking to effect curriculum changes.
11/11/1996	Conference	A substitute motion was offered (Malena/Ross) that funds be allocated to invite Dr. Shirley McBay to speak at the AMATYC Conference in Atlanta, November 1997. These funds should include round trip airfare from Washington DC to Atlanta, room for two days, and food for three days.
11/11/1996	General	It was moved that AMATYC accept MATHEDCC as an official internet discussion group of AMATYC.
11/11/1996	Conference	It was m/s (Bragg/Wood) that AMATYC continue to exhibit at the AACC conference.
11/11/1996	Conference	It was m/s (Mays/Wood) that the responsibility for exhibit registration and preparation be added to the duties of the Executive Assistant.
11/11/1996	General	It was moved that AMATYC support the fund-raising efforts of the International Mathematics Olympiad 2001 Task Force by making a one-time contribution of \$1000 during 1997 to the 501(3)(c) corporation being created for that purpose. It was m/s (Taylor/Malena) to amend the motion by adding "onetime" and "during 1997."
11/12/1996	Conference	It was moved that an off-site Friday night event be held for the AMATYC meeting in Atlanta 1997.

Date	Category	Motion
11/12/1996	Conference	It was m/s (Hobbs/Malena) that Wally Waldman be appointed as the Northwest Region representative on the conference program committee.
11/12/1996	Conference	<p>It was m/s (Hobbs/Wood) that commercial presentations be offered as an option to commercial vendors for \$1250 per presentation. These presentations shall be 1 1/2 hours in duration, shall have maximum capacity of 200 participants, shall be scheduled in the special exhibits presentation area and shall be scheduled and announced in the conference program as COMMERCIAL PRESENTATIONS. Presentation slots purchased by stated publication deadlines will appear in the miniprogram.</p> <p>Presenters of these sessions are not required to register as attendees for the conference but are not accorded any of the benefits of noncommercial presenters or of other attendees. However, if a presenter desires to participate in the conference, he or she must register and pay full fees for the conference.</p> <p>Commercial presenters are responsible for supplying any and all AV and other supplies or equipment for these presentations.</p>
11/12/1996	Conference	It was m/s (Hobbs/Blair) that the conference chairperson shall be appointed at the fall Board meeting three years prior to the conference.
11/12/1996	Financial	It was m/s (Malena/Neptune) to enable the AMATYC leadership to participate in Crossroads workshops on Thursday at the Atlanta conference, all AMATYC officers and chairs who currently receive AMATYC lodging and meals for four or more nights be funded for one additional day's lodging and meals for the Atlanta conference. This extra night would be at the single room rate and the funds for the extra expenses would come from Crossroads funds.
11/12/1996	General	The motion now reads: that the proposed Hawaii Institute be approved, assuming compliance with AMATYC policy.
11/12/1996	Awards	It was m/s (Mays/Malena) that the ME Award policy be changed as indicated. The material to be added is in bold. The material to be deleted is overstruck. Notes are in {braces}.

Date	Category	Motion
11/12/1996	General	<p>It was m/s (Clutter/Taylor) that AMATYC endorse the Houghton Mifflin Faculty Development Program's (FDP) Mathematics Workshops as being based on and reflecting the "Crossroads in Mathematics: Standards for College Mathematics Before Calculus" published by AMATYC. This endorsement shall extend from 1 July 1996 to 30 June 1997. In return for this endorsement, FDP shall:</p> <ol style="list-style-type: none"> 1. during the period of endorsement offer all AMATYC members a \$50 tuition waiver on all FDP Mathematics Workshops, 2. during the period of endorsement offer all state/regional AMATYC affiliate members a \$25 tuition waiver on all FDP Mathematics Workshops. (These tuition waivers may not be used in conjunction with any other tuition waivers.) 3. allow all AMATYC Executive Board members to attend one FDP Mathematics Workshop tuition-free, and 4. offer a full FDP Workshop Scholarship to an Executive Board member designated by the Board to attend an FDP Workshop. (Travel arrangements would be coordinated with FDP.) <p>To renew the endorsement for subsequent years, FDP shall submit a written request for such renewal accompanied by tentative mathematics workshop topics and facilitators to the AMATYC President by March 1. The AMATYC Executive Board will notify FDP by June 1 of their decision. FDP may ask for reconsideration if the endorsement is withdrawn.</p>
11/12/1996	General	<p>Amended motion now reads: that the staffing of the AACC booth will be designated by the AMATYC President. In staffing the booth, the following should be kept in mind. Representatives shall:</p> <ul style="list-style-type: none"> be knowledgeable about AMATYC have some familiarity with AACC reflect the diversity of the AMATYC membership
11/12/1996	Financial	<p>It was m/s (Blair/Malena) that at the end of each fiscal year, unused state/regional liaison travel funds for AMATYC Board members (account #5920) be distributed equitably to other Board members who exceeded their individual travel fund budget. Each Board member seeking these "left-over" funds shall make a request for reimbursement to the AMATYC Treasurer no later than December 15 of the year the official AMATYC travel took place.</p>
11/12/1996	General	<p>It was m/s (Bragg/Blair) that the spring 1997 Executive Board meeting be held March 20-25 in Memphis.</p>
11/12/1996	Financial	<p>It was m/s (Ross/Malena) that AMATYC increase account #3030 Clerical and Casual Labor by \$10,000 and designate this money to be spent at the AMATYC Office to purchase office assistance and/or clerical help for 1997.</p>

Date	Category	Motion
11/14/1996	Awards	A substitute motion was offered (Mays/Schachter) that a medallion and a display case be given to each recipient of the AMATYC Award for Teaching Excellence, if they can be purchased within budget. If not, then recipients will be awarded a plaque.
11/14/1996	Financial	It was m/s (Malena/Ross) that the Treasurer be authorized to reimburse Merced College for the \$50 change in airline reservation fee in a manner agreeable to both parties.
11/14/1996	General	It was m/s (Wood/Clutter) that AMATYC purchase a printer for the AMATYC Secretary, to be available to Board members at conferences and Board meetings.
11/14/1996	Publications	It was m/s (Bragg/Malena) that AMATYC make Brian Smith the official AMATYC moderator for the Math Archives.
11/14/1996	Office	It was m/s (Ross/Malena) that the Board instruct the Executive Assistant to proceed with the reclassification of the Office Director position.
11/14/1996	Office	It was m/s (Ross/Malena) that the Board instruct the Executive Assistant to proceed with the reclassification of the Office Assistant.
3/21/1997	General	It was m/s (Wood/Taylor) that the AMATYC Executive Board adopt the following procedures for email balloting, effective with the close of the Spring 1997 Board meeting: Email ballots should be used infrequently, only when the President determines that a decision of the Board is absolutely necessary between Board meetings. Motions, together with rationale and budget implications, shall be proposed by the President, possibly at the suggestion of another Board member. A minimum of a one-week discussion period shall follow distribution of the motion; this discussion period precedes any voting. After discussion, a three business day period of voting shall occur, during which Board members shall vote "yes" or "no" or "abstain" to the original motion by private email to the President only. The email containing the original motion shall state the time periods for discussion and voting. When the motion goes out electronically, the President will ask Board members to confirm receipt and will contact by fax and telephone anyone not responding. At the close of the voting period, the president shall relay to the Board the outcome of the vote.
3/21/1997	Financial	It was m/s (Ross/Wood) that there be an audit performed as of the closing of 1996 and the close of 1999 and every two years thereafter.
3/21/1997	Committees	It was m/s (Ross/Malena) that the Executive Board approve the development of the position paper entitled "Support for Professional Development".
3/21/1997	Committees	It was m/s (Schachter/Blair) that the Technology in Mathematics Education Committee proceed with the development of a position paper on the use of the internet in mathematics education.
3/21/1997	Committees	It was m/s (Bragg/Mays) that Geoffrey Akst be appointed to complete the remaining term (until the conclusion of the Atlanta conference) of Peter Georgakis to serve as the Chair of the Editorial Review and Publicity Committee.

Date	Category	Motion
3/21/1997	Publications	It was m/s (Mays/Bragg) that the term for the Editor and the Production Manager of the AMATYC Review shall be changed to five years, effective with the next appointment.
3/22/1997	Conference	<p>It was m/s (Rose/Malena) that the AMATYC Board use the following rotation for the AMATYC Conference site selection for the next eight years beginning with the 1998 spring/summer site visit (2004 conference year). A review of the rotation pattern will be made in 2003 and the pattern will be adjusted or changed to suit the changing needs of the AMATYC organization for the years 2006 (2012 conference year) and following.</p> <p>States are grouped into four areas for the express purpose of hosting a conference:</p> <p>NORTHEAST AREA (A) -- ME, MA, NH, VT, RI, NY, CT, NJ, DE, PA, OH, MI, and the Canadian provinces adjacent to these states.</p> <p>SOUTHEAST AREA (B) -- IN, KY, WV, VA, MD, DC, NC, TN, SC, GA, AL, MS, FL, PR, VI, and the other Caribbean Isles.</p> <p>MIDWEST AREA (C) -- AZ, NM, TX, LA, AR, OK, UT, CO, KS, MO, IL, NB, IA, WI, MN, SD, ND, and Mexico and adjacent Canadian provinces</p> <p>WEST AREA (D) -- CA, NV, ID, MT, WY, OR, WA, HI, AK, and adjacent Canadian provinces.</p> <p>Each of the four areas has 11 - 12 sites capable of hosting the conference.</p> <p>The suggested rotation cycle is B, D, A, C.</p>
3/22/1997	Conference	It was m/s (Blair/Taylor) that the four areas be named GREAT LAKES (A), ATLANTIC (B), PRAIRIE (C), and PACIFIC (D).
3/22/1997	Conference	It was m/s (Rose/Mays) that the conference site selection visit be performed by a committee consisting of the President-elect, the Conference Coordinator, the Regional Vice President of one of the regions represented, and a professional conference planner. The Vice President will be selected by the President-elect, in consultation with the President. Consideration must be given to equitable representation for each region over the years. It is recommended (not required) that the Vice President of the region with the largest number of cities being visited be the selected Vice President. The President may also serve as a member of the site selection visitation team at the request of the President-elect. The President-elect will chair the Conference Site Visitation Committee.
3/22/1997	Conference	That the Conference Coordinator and the Vice Presidents of the regions in consideration for the current rotation year work with the advisement of the professional conference planner to select the cities to be visited by the AMATYC Conference Site Visitation team.

Date	Category	Motion
3/22/1997	Conference	It was m/s (Rose/Ross) that the AMATYC Executive Board rank the cities for conference site selection purposes and that the delegate assembly no longer participate in selecting the conference site.
3/22/1997	General	It was m/s (Malena/Blair) that financial support for the Summer Institute Directors to attend the annual AMATYC Conference be discontinued after the 1997 Annual Conference in Atlanta.
3/22/1997	Conference	It was m/s (Mays/Bragg) that "Early Registration" be marketed in conference promotional materials as being a "discount" rate beginning with the Atlanta conference.
3/22/1997	Conference	It was m/s (Malena/Wood) that the Executive Board require that conference cancellation insurance be purchased for each AMATYC conference, beginning in 1997.
3/22/1997	Conference	It was m/s (Schachter/Neptune) that the conference program strands listed in section C of the attached Atlanta "Call for Presenters & Presiders" be approved for use in future AMATYC annual Conferences beginning with the 1998 Portland Conference. Move to amend (Mahler/Mays) to add "Other" under Content and "Increasing Diversity" under General.
3/22/1997	Conference	It was m/s (Taylor/Blair) that, effective with the 1998 AMATYC Conference, the policy of charging fees to attend workshops and minicourses at the annual conference be discontinued.
3/22/1997	Conference	It was m/s (Taylor/Malena) that conference registrants may sign up for a maximum of two ticketed sessions, of which a maximum of one may be a minicourse. This will be on a first-come, first-served basis.
3/22/1997	Conference	It was m/s (Clutter/Malena) that, beginning with the 1998 AMATYC Conference, the first person listed as presenter for sessions and workshops and the first two persons listed as presenters for minicourses pay speaker registration rate as determined by the AMATYC Executive Board.
3/22/1997	Conference	It was m/s (Malena/Bragg) that, beginning with the 1998 AMATYC Conference, the process for determining the conference early registration fee be determined as follows: (total projected conference expenses - projected costs for travel, food and lodging of elected and appointed AMATYC officials reimbursed for conference expenses)/(projected number of attendees) + \$25. This number will be rounded up to the nearest whole dollar multiple of \$5.
3/22/1997	Conference	Amended motion: that the difference between the charge for Early Registration and Regular Registration be \$50 beginning with the 1998 Conference.
3/23/1997	General	Motion as amended: that AMATYC hire Frank B. Manley & Company to conduct a study of the operational requirements of the AMATYC national office and an overview of the organization, and that a maximum of \$25,000 be allocated for phase one and two. Phase one, Recommendations in Principle, and phase two, Implementation, would be completed by March 1, 1998. Funding will come from reserves if necessary.
3/23/1997	Office	Substitute motion:(Blair/Bragg) that a full-time executive assistant, some of whose responsibilities include office management and coordination, be hired as soon as possible with a maximum salary of \$30,000 and benefits.

Date	Category	Motion
3/23/1997	Office	It was m/s (Blair/Mahler) that the current part-time Executive Assistant's released time be continued at the present rate through June 30, 1998. Move to amend (Blair/Neptune) add... "and that the job title be changed to Board Liaison when the full-time executive assistant is hired."
3/24/1997	General	It was m/s (Wood/Neptune) that AMATYC join IMO 2001 USA.
3/24/1997	General	It was moved (Mays/Malena) that the slate of candidates for office for 1997-1999 be approved. President-elect: Phil DeMarois, Susan Wood Secretary: Martha Clutter, Debra Landre Treasurer: Bob Malena Northeast VP: Ernest Danforth, Philip Mahler Mid-Atlantic VP: Judy Ackerman, Peg Pankowski Southeast VP: Mike Schachter, John Peterson Midwest VP: Kathy Mowers, Deborah Woods Central VP: Carolyn Neptune, Peggy Rejto Southwest VP: Audrey Rose, David Dudley Northwest VP: Ilga Ross, Marveen McCready West VP: Randy Taylor, Sue Parsons
3/24/1997	Financial	Amended motion now reads: that AMATYC accept Visa, MasterCard, and Discover and make the appropriate arrangements to do so as soon as possible with EFS National Bank.
3/24/1997	Committees	It was m/s (Neptune/Mays) that AMATYC create a new service committee to be named the Electronic Services committee.
3/24/1997	Committees	That the attached Committee Structure for AMATYC Academic and Service Committees be accepted and implemented in fall 1997.
3/24/1997	Committees	It was m/s (Schachter/Neptune) that we support the interim Electronic Services Committee Chair at the same level that we support other Academic and Service Committee chairs.
3/24/1997	Affiliates	It was m/s (Mays/Bragg) that the AMATYC Executive Board act upon the recommendations from the Task Force on Affiliate Involvement. (attached)
3/24/1997	General	It was m/s (Wood/Mays) that AMATYC purchase 3 podium banners in the AMATYC colors and displaying the AMATYC logo, not to exceed a cost of \$400. The podium banner should be available for all Conferences or other AMATYC official activities beginning with the Atlanta conference.
3/24/1997	Membership	It was m/s (Wood/Mahler) that AMATYC purchase 3000 AMATYC lapel pins to sell to members at the Atlanta Conference.

Date	Category	Motion																				
3/24/1997	General	It was m/s (Blair/Neptune) that the following duty be added to the list of duties of the Secretary: Maintain a list of all AMATYC's volunteers eligible for expenses reimbursement which shows the date the person's service began in that position, the date the term will end, and the number of the term.																				
3/25/1997	Publications	It was m/s (Neptune/Taylor) that AMATYC approve the revisions for the Newsletter policy on pages C-49-50.																				
3/25/1997	General	It was m/s (Clutter/Malena) that AMATYC renew its endorsement of the Houghton Mifflin Faculty Development Program's (FDP) Mathematics Workshops for the time period 1July 1997 to 30June 1998.																				
3/25/1997	Committees	<p>It was m/s (Rose/Mahler) that the following list of nominees be accepted as chairs of the respective academic or service committees for the terms 1997-1999:</p> <table border="0" data-bbox="625 578 1255 943"> <tr> <td>Developmental Math</td> <td>Bill Thomas</td> </tr> <tr> <td>Equal Opportunity</td> <td>Sylvester Roebuck</td> </tr> <tr> <td>Faculty Development</td> <td>Peg Pankowski</td> </tr> <tr> <td>Placement/Assessment</td> <td>Bill Worpenburg</td> </tr> <tr> <td>Program Issues</td> <td>Phil DeMarois</td> </tr> <tr> <td>Student Math League</td> <td>Glenn Smith</td> </tr> <tr> <td>Technical Math</td> <td>Franz Helfenstein</td> </tr> <tr> <td>TiME</td> <td>Brian Smith</td> </tr> <tr> <td>ERC</td> <td>Geoffrey Akst</td> </tr> <tr> <td>Grants</td> <td>John Pazdar</td> </tr> </table>	Developmental Math	Bill Thomas	Equal Opportunity	Sylvester Roebuck	Faculty Development	Peg Pankowski	Placement/Assessment	Bill Worpenburg	Program Issues	Phil DeMarois	Student Math League	Glenn Smith	Technical Math	Franz Helfenstein	TiME	Brian Smith	ERC	Geoffrey Akst	Grants	John Pazdar
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3/25/1997	Awards	It was m/s (Neptune/Malena) that we accept in concept the report presented as amended by the committee. (Secretary's Note: refers to the TE Award process.)																				
3/25/1997	Committees	Substitute motion (Neptune/Clutter) that the Developmental Mathematics Committee be authorized to begin the process of discussion and consensus building to the development of an AMATYC position statement on "Departmental Structure and Developmental Mathematics Programs".																				
3/25/1997	Conference	Amended motion: that an AMATYC member who is an amateur photographer be recruited to take pictures at the AMATYC annual conference, beginning with the 1997 conference, and that \$250 be allocated for film and processing. Responsibilities for arranging are assigned to the Historian.																				
3/25/1997	Conference	It was m/s (Taylor/Mahler) that AMATYC change its conference registration refund policy to include a \$10 non-refundable processing fee on all refunds.																				
3/25/1997	General	It was m/s (Blair/Taylor) that the job title Board liaison be changed to contract administrator.																				
3/25/1997	Office	It was m/s (Blair/Rose) that the Office Structure report (attached) be approved and appropriate changes be made in the Policy Manual.																				
3/25/1997	General	It was m/s (Blair/Malena) that the Contract Administrator be supported by AMATYC to attend the 1997 annual conference at the following level: transportation, 7 nights lodging, meals @ \$25 per day.																				

Date	Category	Motion								
3/25/1997	Conference	Motion reads: that AMATYC install computers in the computer labs at the annual conference one full working day before the first scheduled computer lab session.								
3/25/1997	Conference	<p>It was m/s (Malena/Neptune) that registration fees for the Portland conference be set as follows:</p> <table border="0" data-bbox="625 358 1268 500"> <tr> <td>Early registration MEMBERS</td> <td>\$195</td> </tr> <tr> <td>Early registration NONMEMBERS</td> <td>\$245</td> </tr> <tr> <td>Regular registration MEMBERS</td> <td>\$245</td> </tr> <tr> <td>Regular registration NONMEMBERS</td> <td>\$295</td> </tr> </table>	Early registration MEMBERS	\$195	Early registration NONMEMBERS	\$245	Regular registration MEMBERS	\$245	Regular registration NONMEMBERS	\$295
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3/25/1997	Conference	It was m/s (Malena/Blair) that the session, workshop, and minicourse Speaker Registration Fee for the 1998 AMATYC Conference in Portland be set at \$100.								
3/25/1997	Conference	<p>Substitute motion (Rose/Mays)</p> <p>1) that the following be added to the Call for Proposals. These would be in addition to the usual information supplied.</p> <p>WORKSHOP: Active attendee participation; in-depth treatment of a skill; significant handouts. MINI-COURSE: Opportunity to gain an in-depth understanding of a subject or theme; significant handouts.</p> <p>2) that the following be added to the conference program.</p> <p>(a) A workshop includes active attendee participation, an in-depth treatment of a skill, and significant handouts. (b) A mini-course is an opportunity to gain an in-depth understanding of a subject or theme. Significant handouts are supplied.</p>								
3/25/1997	General	Amended motion now reads: that up to \$6000 of AMATYC Crossroads money be used to support Board members' participation in the 1997 Crossroads workshops. Each Board member, except the past-president, will be allowed to use up to \$500 to attend one of the four workshops. At the end of the 1997 fiscal year, after all 5920 budget monies have been distributed to cover the regional/state affiliation expenses, any remaining 5920 budgeted funds will be used to reimburse the money for these workshop expenses.								
3/25/1997	Financial	It was m/s (Ross/Neptune) that AMATYC Executive Board direct the Treasurer to investigate the details and to obtain a corporate credit card for use by authorized signatory agents.								
5/8/1997	General	(Mail ballot) That the Survey on Teacher Preparation Issues prepared by Mercedes McGowen be approved and distributed electronically.								
6/10/1997	General	(Mail ballot) That the name of Debra Landre be removed from the 1997 AMATYC ballot under "Candidates for Secretary" and be replaced with the name of Nancy Sattler								

Date	Category	Motion
6/25/1997	Affiliates	(Mail ballot) That the request for AMATYC affiliation from the Ontario Colleges Mathematics Association (OCMA) be approved.
7/11/1997	Financial	(Mail ballot) That we expend a maximum of \$25,000 from AMATYC reserves for phase I of the Office consultant study
9/6/1997	Committees	(Mail ballot) That Peter Georgakis be reimbursed at the level of an Academic Committee Chair for his expenses to attend the AMATYC Conference in Atlanta.
11/9/1997	General	It was m/s (Bragg/Mays) that the secretary be responsible for including in the minutes which section of the Policy Manual (General, Financial, Conferences, and Office) an approved motion should be placed and forward to the president-elect all attachments to the Board minutes at the same time the draft minutes are sent to the Board. Friendly Amendment (Schachter/Ross) add: The maker of the motion will include section, page and item number in the policy manual that need to be changed.
11/9/1997	Financial	It was m/s (Malena/Taylor) that any check over \$10,000 require the signature of any two of the President, Past President, President-elect, Treasurer, and the Executive Assistant. This will become effective as soon as is practical.
11/9/1997	Committees	It was m/s (Ross/Neptune) that the ERC develop a policy, with a timeline and procedures, for review, revision, and retirement of Educational Policy statements (position papers).
11/9/1997	Foundation	It was m/s (Neptune/Clutter) that Randy Taylor be appointed to the AMATYC Foundation Board for a two-year term beginning at the conclusion of the 1997 conference in Atlanta.
11/9/1997	Publications	It was m/s (Bragg/Malena) that Jean Woody be the AMATYC Newsletter Editor, beginning November 16, 1997 to November 2000.
11/9/1997	Publications	Sustitute motion (Wood/Mahler) that AMATYC fund up to \$4000 per year for released time for the AMATYC Review Editor. The Editor should be encouraged to seek support for this released time from his/her college instead of from AMATYC.
11/10/1997	General	It was m/s (Mays/Schachter) that AMATYC pursue obtaining additional funding for planning and advertising Crossroads: Moving Ahead Workshops to go to colleges who request and pay for this service. These workshops will be offered as a companion to the Traveling Technology Workshops or as stand-alone but will not compete with the Traveling Technology Workshops. AMATYC Institutional members will be given preferential treatment in the selection and/or funding process.
11/10/1997	General	It was m/s (Taylor/Wood) that AMATYC pursue obtaining additional funding under the new NSF Program that will be implemented in the fall of 1998 for the traveling Crossroads, Moving Ahead workshops. This funding would be to assist colleges in using the workshops to retrain its faculty.
11/10/1997	Conference	It was m/s (Rose/Wood) that each of the four conference rotational areas be called Conference Districts.

Date	Category	Motion
11/10/1997	Conference	It was m/s (Bragg/Mahler) that the only official AMATYC program which will be published on the web will be a copy of the miniprogram. This will be published as soon as practical after the content is ready for printing.
11/10/1997	Conference	It was m/s (Malena/Blair) that the number of speakers for a single conference presentation (other than a panel presentation) be limited to no more than two without specific approval by the Conference Coordinator or the Executive Board.
11/10/1997	Conference	It was m/s (Bragg/Wood) that all contracts related to the site selection process be the responsibility of the Conference Coordinator working with Conferon, a legal advisor, the treasurer, president-elect and president, effective at the end of the 1997 conference.
11/10/1997	General	motion now reads: that Peter Georgakis be appointed as AMATYC's legal advisor, effective immediately. Travel expenses to the annual conference are to be reimbursed at the rate of an academic committee chair.
11/10/1997	Conference	It was m/s (Blair/Taylor) that the Exhibits and Advertising duties that are currently handled by one person be separated and Exhibits be handled by one person and Advertising be handled by another person. Effective date is following the close of the 1997 Atlanta conference.
11/10/1997	Conference	It was m/s (Bragg/Clutter) that Mike Schachter be appointed Exhibits Chair effective at the conclusion of the 1997 AMATYC Annual Conference in Atlanta. The term of this appointment shall be two years with conference reimbursement the same as specified by existing policy for the former Advertising/Exhibits Chair position.
11/10/1997	Conference	Amended motion now reads: that Audrey Rose be appointed Advertising Chair effective at the conclusion of the 1997 AMATYC Annual Conference in Atlanta. The term of this appointment shall be two years with academic chair reimbursement.
11/10/1997	Conference	It was m/s (Clutter/Wood) that Ellen Shatto be appointed from the Mid-Atlantic Region to a three year term on the AMATYC Conference Program Committee.
11/10/1997	Conference	It was m/s (Mays/Taylor) that Larry Sharp be given complimentary tickets for the Saturday morning breakfast and the Friday night reception in appreciation for his assistance with contracts and legal work.
11/10/1997	Conference	It was m/s (Malena/Wood) that exhibitors who wish to attend minicourses and workshops must register as conference attendees.
11/10/1997	Conference	It was m/s (Bragg/Neptune) that Bill Thomas be added to the approved list of keynote session speakers for AMATYC's annual conference in Pittsburgh in 1999.
11/10/1997	Conference	It was m/s (Mays/Wood) that Marvin Johnson be approved as the conference chair for the 2000 conference in Chicago.
11/10/1997	General	It was m/s (Mays/Malena) that the attached slate of officers be accepted for 1997-1999.
11/10/1997	Awards	It was m/s (Bragg/Blair) that "nomination packets be sent to AMATYC membership" be added to the time table for the AMATYC TE Award under the area of Early in even numbered years.

Date	Category	Motion
11/10/1997	Awards	<p>It was m/s (Bragg/Malena) that the AMATYC Teaching Excellence Award winners be <u>invited</u> as Featured Speakers for the annual conference following the year of the TE Award. The process for inviting the TE Awardees should be as follows:</p> <ul style="list-style-type: none"> o The chair of the TE Award Committee invites the awardees on behalf of the Executive Board o The invitation letter to speak should be delivered along with a speaker's form at the time the award is received. <p>move to amend (Blair/Neptune): These will receive the normal speaker registration rate and will observe appropriate deadlines for submission of forms. Insert "(with no review)" behind "invited". Effective immediately.</p>
11/10/1997	Conference	<p>It was m/s (Malena/Clutter) that the Board approve the following, effective 1998: Procedure for Retail Sales at the AMATYC Conference</p> <ol style="list-style-type: none"> 1. The Conference Chair will provide the Treasurer with the state and local regulations for retail sales by AMATYC and by exhibitors no later than November 1 of the year prior to their conference. This will include the actual forms OR the telephone number that will enable the Treasurer to obtain the forms. 2. The Treasurer will inform the Exhibits Chair of the requirements for sales by the exhibitors. The Exhibits Chair will notify the exhibitors of the correct procedure. 3. The Treasurer will be responsible for completion of the forms to permit sales by AMATYC. 4. The Treasurer will file the required reports and taxes after the conference. 5. AMATYC <u>will not</u> obtain permits or file reports for any exhibitor unless required to do so by state or local law.
11/12/1997	Publications	<p>It was m/s (Schachter/Mahler) that it shall be the policy of AMATYC that all content of the AMATYC web page requires the prior approval of the liaison to the Electronic Services Committee in consultation with the President. (Policy manual change: I-11)</p>
11/12/1997	Committees	<p>It was m/s (Malena/Wood) that the goals and objectives of the Electronic Services Committee be approved.</p>
11/12/1997	Office	<p>It was m/s (Schachter/Bragg) that official AMATYC forms shall not be modified, altered or reproduced without permission of the AMATYC Executive Assistant. Current forms should be obtained from the AMATYC Office or the AMATYC web page. The web page should be used for electronic submission of all available forms.</p>
11/12/1997	Committees	<p>It was m/s (Ross/Taylor) that the Board approve the concept of the Placement/Assessment committee developing a position statement on assessment that recommends that each college place an emphasis on assessment of mathematics through detailed assessment of students as well as assessment of the mathematics program.</p>

Date	Category	Motion
11/12/1997	Conference	It was m/s (Wood/Mahler) that the AMATYC conference program committee give strong consideration in the 1998 Portland program planning to Teacher Education sessions and that regional VPs encourage such proposals in their regions.
11/12/1997	Publications	It was m/s (Neptune/Malena) that fees for advertising in the AMATYC Review be set at \$350, effective as soon as possible.
11/12/1997	Conference	It was m/s (Neptune/Malena) that the fees for advertisements in the Conference Program be set at \$350, effective with the 1998 conference.
11/13/1997	General	It was m/s (Taylor/Schachter) to accept the changes to the nominations procedures and election procedures.
11/13/1997	Publications	It was m/s (Bragg/Taylor) that Virginia Carson of DeKalb College serve as the Editor of the AMATYC Review beginning November 1998 until November 2003.
11/13/1997	General	<p>Substitute motion reads: AMATYC will support its involvement in the Houghton Mifflin PBS Videoconferences in these ways:</p> <ol style="list-style-type: none"> 1. Provide (at no cost to AMATYC) a videoconference advisory board representative who will verify the content of videoconference, advise on personnel to facilitate videoconferences, and be available during opening session to answer questions about AMATYC and the Standards. 2. Promote the videoconferences on AMATYC web site (implementation charged to the Electronic Services Committee; Board approval of final plan). 3. Promote the videoconferences on MATHEDCC (implementation charged to the Technology in Math Education Committee; Board approval of final copy). 4. If approved by PBS's production plan, the videoconference will include an introduction by the AMATYC President (at no cost to AMATYC). 5. Placement of the videoconference brochure and registration information on table in registration area at AMATYC conference in Atlanta. 6. Mention the co-sponsorship at the Saturday Breakfast in Atlanta. 7. Place videoconference dates and contact information in calendar section of appropriate AMATYC News issues. Houghton Mifflin will be invited to place ads according to AMATYC policy. 8. Supply, at no cost to Houghton Mifflin and with presidential review and approval of the materials to be sent out, the names and addresses of the AMATYC membership (active and institutional) and AMATYC Affiliate Presidents for use up to three times (implementation: the Office will provide Houghton Mifflin with a diskette and authorize its use up to three times). 9. A member of the AMATYC Board and a Teaching Excellence Award winner will be in the audience at the first videoconference on May 6, 1998. 10. AMATYC will provide institutional and regular membership brochures and conference information for

Date	Category	Motion
		<p>registrant packets.</p> <p>11. 5000 copies of the Executive Summary will be printed and 2500 of those copies be shipped to Houghton Mifflin for use in registration packets. Printing costs will be split and shipping costs will be paid by Houghton Mifflin.</p>
11/13/1997	General	<p>It was m/s (Clutter/Rose) that the duties of the Secretary be redefined as follows:</p> <ul style="list-style-type: none"> o the Office be responsible for the maintenance of the delegate database. The Secretary will continue to keep a delegate list and be responsible for mailing of delegate packets, with the Office supplying labels. Vice Presidents will submit the list of delegates and any subsequent changes to the Office, where membership will be verified and appropriate database notations will be made. o the following be added to the Duties of the Secretary as listed in the Policy Manual: <ul style="list-style-type: none"> 8. Assist the President in various ways, including <ul style="list-style-type: none"> a. handling routine correspondence and replying to outside agencies on behalf of the President. b. distributing and collecting mail ballots and reporting results to the President c. tracking the assignments given to Board members at Board meetings and sending a report to the President in a who, what, when format. Once approved, the Secretary will send to the Board. d. assisting with the Delegate Assembly agenda, based on Board meeting minutes. e. tracking committee appointments made and informing President of reappointment deadlines.
11/13/1997	General	<p>It was m/s (Wood/Bragg) that #8 be added as #13 to the Duties of the Secretary in section C-13 of the Policy Manual and that the first item be approved in concept only and sent back to subcommittee for rewriting.</p>
11/13/1997	Financial	<p>It was m/s (Mahler/Schachter) that expenses incurred by a budget manager are to be submitted for reimbursement within 45 days. Budget managers should process requests submitted by others within one week of receipt. This becomes effective on January 1, 1998.</p>
11/15/1997	Financial	<p>It was m/s (Malena/Neptune) that line item 2280 in the previously approved 1998 budget be amended to "15 @ \$350" so that the budget will balance.</p>
11/15/1997	Conference	<p>It was m/s (Bragg/Malena) that "AMATYC past presidents" and "special AMATYC historical speakers" be added to the list of proposed speakers for the Pittsburgh conference.</p>
4/18/1998	Conference	<p>It was m/s (Froehlich/Garner) that, beginning with the Pittsburgh conference in 1999, any speaker who requests a computer, LCD panel, and overhead, will be required to bring their own laptop. AMATYC will try to supply the other equipment, if possible.</p>

Date	Category	Motion
4/18/1998	Conference	It was m/s (Hobbs/Garner) that the Program Coordinator and Presider Chair each be funded for one additional night's hotel room and one additional day per diem for each conference beginning with Portland.
4/18/1998	Conference	It was m/s (Hobbs/Garner) that Mary Robinson be reappointed as Presider Chairperson. The term is to begin at the close of the 1998 conference and end at the close of the 2001 conference.
4/18/1998	Conference	It was m/s (Hobbs/Malena) that Vicki Froehlich be reappointed as Program Coordinator. The term is to begin at the close of the 1998 conference and end at the close of the 2001 conference.
4/18/1998	Conference	It was m/s (Garner/Neptune) that Margie Hobbs be reappointed to the position of Conference Coordinator through the end of the 2000 conference.
4/18/1998	Conference	It was m/s (Robinson/Dudley) beginning with the 25th annual AMATYC conference to be held in Pittsburgh, the Call for Proposals be offered online in an interactive format on the AMATYC Webpage where proposals can be submitted on line directly to the AMATYC Office, the Conference Committee Chair, the Program Coordinator and the Program Reviewers, and other required recipients. In addition, reviewers should have the opportunity to submit their reviews to the Program Coordinator in the same manner -- in an interactive "web form" format.
4/18/1998	Conference	It was m/s (Hobbs/Garner) that the opening session be moved to Thursday at 4:30 pm beginning with Chicago 2000.
4/18/1998	Financial	It was m/s (Schachter/Peterson) that \$650 be added to account #3570 Exhibits Marketing beginning with the 1999 proposed budget.
4/18/1998	Publications	<p>It was m/s (Hobbs/Malena) that the following advertising rates be approved effective immediately: (attached)</p> <p>Package Rates</p> <ul style="list-style-type: none"> I: 1 page in spring and fall AMATYC Review and conference program -- \$850 II: 1 page in spring and fall AMATYC Review and 2 pages in conference program -- \$1120 III: 1/2 page in spring and fall AMATYC Review and 1 page in conference program -- \$600 <p>Additional pages (in combination with one of above)</p> <ul style="list-style-type: none"> 1 page in Review or conference program -- \$275 per page 1/2 page in fall or spring Review -- \$175 per 1/2 page <p>Non Package Rates</p> <ul style="list-style-type: none"> 1 page in either fall or spring Review -- \$350 1 page in conference program -- \$350 1/2 page in either fall or spring Review - \$190

Date	Category	Motion
		Priority Position Additional Charges Centerfold: Requires 2 full pages, spring or fall Review -- \$150 additional Front/Back Inside Fly: when available, full page only -- \$100 additional
4/18/1998	General	Amended motion: that the proposed Silver Anniversary Activities be accepted and funded at \$10,000 for Pittsburgh and \$10,000 for Chicago and that approval to move ahead with these plans be given. These funds shall be taken from the AMATYC Reserve Fund.
4/18/1998	Conference	It was m/s (Clutter/Garner) that "Getting to the Point" be approved as the conference theme for the 1999 conference theme in Pittsburgh.
4/18/1998	Conference	It was m/s (Ross/Neptune) that the logo on page 107c be approved. (Secretary's note: refers to logo for AMATYC conference in Pittsburgh.)
4/18/1998	Conference	It was m/s (Wood/Dudley) that the attached names be approved as possible speakers for the Chicago 2000 conference. Phil Cheifetz Secretary of Education Riley Gere Confrey Bill Gates Carl Pomerance (Univ of Ala or Univ of Ga) breakfast? Lee Todd (Kentucky) Ron Graham (Bell Labs) Richard Voss Ranking: Phil Cheifetz for keynote; Gere Confrey Pomerance or Voss for breakfast
4/18/1998	Conference	It was m/s (Hobbs/Parsons) that the seed money for conference planning be limited to \$200 and funds must be requested in writing by the conference chair no more than one year in advance of the conference, effective in Pittsburgh.
4/18/1998	General	It was m/s (Ackerman/ to revise Policy Manual section I-27 to read "AMATYC will provide...The summer institute brochure will be prepared by the AMATYC Office staff and reviewed by the institute directors, the Board liaison, the President-elect, and the President, in preparation for printing and mailing."
4/18/1998	General	It was m/s (Ackerman/Garner) that AMATYC accept the proposal for an AMATYC Summer Institute at the Outer Banks of North Carolina (attached).
4/19/1998	General	It was m/s (Bragg/Garner) that the Manley Report be received.

Date	Category	Motion
4/20/1998	Conference	It was m/s (Peterson/Garner) that David Dudley be permitted to speak at the Portland conference as a TE Award winner.
4/20/1998	General	<p>Motion now reads: that AMATYC pursue the creation of a document which contains papers from AMATYC conferences on implementation of, implications of, and issues related to the Crossroads document.</p> <p>The President will appoint an editor, who will appoint a 3-5 member editorial board for the project. A budget of \$500 will be created for the editor for postage, phone, etc. The objective is to create and print the document by October 1999 for distribution to all AMATYC members and for sale to others. AMATYC will set aside funds sufficient to print and mail 5000 copies. Funds set aside are from AMATYC Crossroads funds.</p>
4/20/1998	Committees	<p>It was m/s (Ackerman/Neptune) that the Grants Committee Policy Statement be replaced as follows:</p> <p>page D-22, paragraph 2 , sentence 1 be replaced with "The Grants Committee will be composed of a chairperson, 16 appointed members who make up the steering committee, and other AMATYC members interested in the activities of the committee."</p> <p>Page D-25, under part 3 of Support Level B, replace "A subcommittee of three Grants Committee members" with "A subcommittee of three members of the Grants Committee Steering Committee..."</p>
4/20/1998	Conference	<p>It was m/s (Malena/Neptune) that the registration fees for the 1999 AMATYC conference in Pittsburgh be set as follows:</p> <p>member -- early \$200, regular \$250 nonmember -- early \$250, regular \$300</p>
4/20/1998	Conference	<p>It was m/s (Malena/Neptune) that the early registration fee for speakers for the 1999 AMATYC conference in Pittsburgh be set at \$125 and that the regular registration fee for speakers be set at \$175. move to amend (Mahler/Garner) that nonmember speaker fees be \$50 higher.</p>
4/20/1998	Awards	<p>It was m/s (Garner/Malena) that _____ be named the winner of the 1998 AMATYC Mathematics Excellence Award. Only _____ should be notified of the results prior to the 1998 conference.</p>
4/20/1998	General	<p>It was m/s(Garner/Dudley) that we modify the <u>Nominating Committee and Procedures</u> of page E-1 of the policy manual as shown on the attached copy. This modification would ...</p> <p>a) insert "The member-at-large may be any AMATYC member, including one who is a delegate or an affiliate president." in the third line of item #2 as shown.</p> <p>2) replace "winter and spring" with "three" and insert "with deadlines of April 1, June 1, and September 1" in the fifth line of item #3 as shown.</p>

Date	Category	Motion
4/20/1998	General	It was m/s (Clutter/Neptune) that AMATYC offer on-site workshops at colleges on implementing the AMATYC standards. The colleges will pay all expenses associated with the workshop and all other expenses including advertising will be paid for by money from the existing NSF grant. AMATYC will provide advertising on the AMATYC home page, in the newsletter, through the affiliates, and at conferences, and the Office will help to facilitate the arrangements. move to amend Garner/Ross) the college will pay all expenses assoc with the workshop. (Strike) Advertising
4/20/1998	General	It was m/s (Garner/Clutter) attached move to amend(Wood/Parsons) add as last sentence to #15 For the first revision after the change of offices, the president-elect shall assist the secretary with the policy manual revisions. (Secretary's note: refers to duties of secretary.)
4/20/1998	General	It was m/s (Garner/Dudley) that item #3 C-11 be replaced by Assist the secretary with the revision of the policy manual for the first revision after the change of offices.
4/20/1998	General	It was m/s (Garner/Wood) that AMATYC, at the discretion of the Secretary, hire a clerical person to sit at Board meetings and take minutes on the computer. The secretary would still be responsible for correcting them but not for the initial input.
4/20/1998	General	It was m/s (Clutter/Ross) that AMATYC renew its endorsement of the Houghton Mifflin Faculty Development Program's (FDP) Mathematics Workshops for the time period 1 July 1998 to 30 June 1999.
4/21/1998	General	p. 243 It was m/s (Wood/Neptune) that the following additions be made to the appropriate sections of the Policy Manual to indicate reviewers of documents. (see p. 244)
4/21/1998	General	move to amend (Garner/Parsons) add to duties of Pres-elect. The Pres-elect may assign to conf coordinator or other designee
4/21/1998	General	It was m/s (Wood/Garner) that current pages C-1 and C-2 of the Policy Manual entitled AMATYC Annual Calendar be removed
4/21/1998	Financial	Motion 2: that the per diem food allowance be as follows: Full day: \$30 Partial day: \$6
4/21/1998	Office	move to amend by substitution (Peterson/Ackerman) all stationery and publications that include the AMATYC address also include complete contact information (address, phone, fax, email, web)
4/21/1998	Foundation	It was m/s (Garner/Peterson) that AMATYC make a donation of \$250 to the AMATYC Foundation in memory of Jim Leitzel in honor of his contributions to AMATYC.
4/21/1998	Awards	It was m/s (Dudley/Ross) that the President be directed to pursue negotiations on project INPUT.
4/21/1998	Publications	It was m/s (Garner/Peterson) that there be a regular column in the AMATYC News updating... p. 256

Date	Category	Motion
4/21/1998	Financial	it was m/s (Malena/Dudley) that an overbudget expenditure be allowed in account 5740 for the purpose of reserving the exhibit booth of the 1999 AACC conference. In future years rental will continue to be paid a year in advance.
4/21/1998	Publications	<p>It was m/s (Mahler/Wood) that the Policy Manual, section c, Duties of Newsletter editor, be changed as follows:</p> <p>Motion 1: Formalize the issue number as follows: #1, January; #2, March; #3, May; #4, August; #5, October. This should be added to the production schedule grid.</p> <p>substitute motion (Ross/Garner) that whenever an issue is being sent not only to members but to prospective members that it say that "This is a special issue being mailed to members and other math educators who may be interested in joining AMATYC."</p> <p>motion2: strike item #4c from page C-47 (Mahler/Ackerman)</p>
4/21/1998	Publications	It was m/s (Wood/Garner) p. 261 that the Review Production Manager and the Review liaison ensure the preparation of an appropriate half-page AMATYC advertisement for the outside back cover of each issue of the Review.
4/21/1998	General	It was m/s (Parsons/Dudley) that a free institutional membership be given at the AACC conference. move to amend (Garner/Neptune) add in front of AACC "1998" and add sentence That a followup letter will be sent by the Office to the entrants in this drawing.
4/21/1998	General	It was m/s (Mahler/Clutter) that a task force of six members be appointed by the president to make recommendations to the Board and strategic planning task force related to the organizational study and to report to the membership on the study and on initiatives taken in response to the report.
4/21/1998	Committees	<p>It was m/s (Neptune/Garner) that the Objectives of the Foundation/Developmental Mathematics Committee, dated 1993-1994, be revised by changing the date to 1997-1999 and replacing Goal III with</p> <p>"Promote the use of the Crossroads in Mathematics: Standards for Introductory College Mathematics Before Calculus (AMATYC Standars) as the basis for the teaching and learning of foundation/developmental mathematics."</p>
4/21/1998	Committees	<p>It was m/s (Wood/Garner) that the policy manual be revised as follows:</p> <p>Replace portions of the Editorial Policy Review and Publicity Committee section as on the attached sheet. (p. 59)</p> <p>Changes in policy guideline and necessary forms would be communicated to chairs by chair of ERC.</p>
4/21/1998	Committees	It was m/s (Ross/Dudley) that the following sunseting policy be appended to the ERC objectives: (attached)
4/21/1998	General	It was m/s (Garne/Malena) that originator of the motion is responsible for researching the policy manual and reporting all changes and impacts to the appropriate person.

Date	Category	Motion
4/21/1998	General	It was m/s (p. 260 substitute Mowers/Clutter) that the policy manual be revised as follows: Ad at the end of #12 on p. I-6 Miscellaneous Policies. "A listing of official Board endorsements with effective dates will be maintained by the Secretary."
11/2/1998	Affiliates	(Email ballot) approval of La-MsMATYC as AMATYC's 43rd affiliate.
11/2/1998	Committees	(Email ballot) approval of Michele Diel as Equal Opportunity in Mathematics Committee chair.
11/2/1998	Committees	(Email ballot) approval of Vernon Kays as Electronic Services Committee chair.
11/2/1998	Financial	It was m/s (Malena/Garner) that the audit be accepted.
11/3/1998	Conference	It was m/s (Wood/Garner) that Orlando be the first choice city for the 2004 conference site negotiations. In the event that negotiations with Orlando are unsuccessful, the Site Visitation Committee will select an alternate city, either Charlotte or Washington.
11/3/1998	Conference	It was m/s (Mowers/Malena) that Dominic Magno be appointed to serve on the Conference Program Committee to represent the Midwest region for one three-year term to commence at the end of the Portland conference.
11/3/1998	Conference	It was m/s (Wood/Garner) that Phil Cheifetz be named as the Keynote speaker on Thursday at the annual conference in Chicago in 2000.
11/3/1998	Conference	It was m/s (Wood/Peterson) that Underwood Dudley be named as the Saturday Breakfast speaker for the annual conference in Chicago in 2000.
11/3/1998	Conference	It was m/s (Hobbs/Dudley) the conference program coordinator be allowed one course release per year, up to \$2000.
11/3/1998	General	It was m/s (Neptune/Ackerman) to create a designation prefix to facilitate mailing distribution for "special" friends of AMATYC. Mailings would include the Newsletter and conference flyers and mini-program. The President and Treasurer will authorize new database entries to receive this designation. The President and Treasurer will be provided a list on an annual basis for review and revision. This will not be a membership category; it will only be a way to effectively facilitate mailings to designated individuals. move to amend (Wood/Peterson) add at the end of the second sentence "and other mailings as determined by the President"
11/3/1998	Conference	It was m/s (Ross/Mowers) that if the exhibit area is not already carpeted, AMATYC will carpet the aisles in accordance with the selected color scheme. Appropriate carpeting will be required for each booth and obtaining such carpeting will be the sole responsibility of each exhibitor. move to amend (Mahler/Garner) change the wording to "if the exhibit area is not already carpeted <u>and appearance or safety requires carpeting</u> , AMATYC will carpet scheme. Appropriate carpeting will be <u>encouraged</u> for each booth.exhibitor.

Date	Category	Motion
11/3/1998	Conference	Motion 1: After the budgeted number of booths are purchased or after October 1, the remaining available exhibit booths may be purchased by non-profit organizations at a discount of 20% off the regular booth rental fee.
11/3/1998	Conference	It was m/s (Neptune/Garner) exhibitors who have purchased booths for the upcoming annual conference will be listed on the AMATYC web site until Feb 15 of the year after the conference. An active (hot) link will be established from the AMATYC site to the Exhibitor's web site for a fee of \$50. If a mutual link is established from the exhibitor's web site to the AMATYC web site, the fee will be waived.
11/3/1998	Financial	It was m/s (Malena/Garner) that account 3030 Clerical for the President-elect be changed to Clerical/Reassigned Time.
11/3/1998	General	It was m/s (Wood/Neptune) change the Policy Manual listing of Duties of the President (Section C) to insert as a new #19 the following: Write a President's message for every issue of the Newsletter; write (or designate a writer) a regular article in the Newsletter updating the membership regarding AMATYC's involvement in Washington DC activities; write other newsletter articles as appropriate.
11/3/1998	Conference	It was m/s (Garner/Malena) that Mary Lindquist be an invited speaker for the 1999 conference. move to amend(Garner/Parsons) add at the end "at an expense not to exceed \$700. This amount is in addition to and separate from account 4100 for Other Invited Speakers."
11/3/1998	Genral	It was m/s (Garner/Parsons) that Carolyn Neptune's proposal for AMATYC Consulting Professor be approved, pending the outcome of her college's decision on her sabbatical.
11/3/1998	Financial	It was m/s (Garner/Parsons) that, during 1999, the President be allowed to transfer any or all of the funds in Account 3030 to the President-elect.
11/3/1998	Nancial	It was m/s (Garner/Dudley) that, effective with the year 2000 budget, account 3030 of the President-elect be increased to \$4000 per year.
11/3/1998	Office	It was m/s (Garner/Wood) that, at the conclusion of the 1998 conference, each of the 3 AMATYC Office employees be given a bonus of \$250.
11/3/1998	Financial	It was m/s (Malena/Peterson) that the exhibitor fee be set at \$750 per booth beginning with the Pittsburgh conference.
11/5/1998	Financial	It was m/s (Malena/Garner) that the AMATYC Board establish an account for Local Planning.
11/5/1998	Financial	It was m/s (Malena/Garner) that the AMATYC Board authorize the creation of an account for Local Emphasis.
11/5/1998	Financial	It was m/s (Malena/Mahler) that the AMATYC Board authorize the creation of an account to assist with computers in the Networking area.
11/5/1998	Membership	It was m/s (Ross/Garner) that a membership promotion activity shall be undertaken in 1999, with a prize of 4 free nights during the Pittsburgh conference at the Marriott Hotel.

Date	Category	Motion
11/7/1998	Conference	It was m/s (Parsons/Ross) that the Local Conference Committee be authorized to form partnerships with local companies and with local publisher and software representatives to sponsor special conference items or events, provided that current policy relating to donations is followed.
4/16/1999	Conference	It was m/s (Mahler/Garner) that Lois Martin be named as a member of the Program Committee to represent the Northeast region. This shall be a three-year term beginning at the end of the Pittsburgh conference.
4/16/1999	Conference	It was m/s (Wood/Mahler) that Paul Balog be appointed Conference chair for the 2001 Toronto conference.
4/16/1999	Conference	<p>It was m/s (Clutter/Garner) that the following individuals be recommended as breakfast and keynote speakers for the Toronto 2001 conference:</p> <p>Breakfast: 1. A. K. Dewdney 2. Carl Pomerance 3. James Stewart</p> <p>Keynote: 1. Dr. Ed Barbeau 2. George Boggs 3. William Dunham</p>

Date	Category	Motion
4/16/1999	Publications	<p>Motion 1: that the advertising rates beginning with the year 2000 be changed as indicated.</p> <p>Package Rates [Net – No Discount]</p> <ul style="list-style-type: none"> • Package I: One page in each of the AMATYC Spring Review, the AMATYC Fall Review, and the AMATYC Conference Program --...from \$850 to \$900. • Package II: Same as package I except two pages in the Conference Program...from -- \$1120 to \$1200. • Package III: One-half page in each of the Spring Review and the Fall Review and one page in the Conference Program – from \$600 to \$650. • Additional pages: (Available only in combination with one of the above packages) <ul style="list-style-type: none"> One page in Spring Review, Fall Review, or Conference Program – from \$275 to \$300 per page. One-half page in Spring or Fall Review – \$175 per half-page. <p><u>Non-Package Rates [Net – No Discount]</u></p> <ul style="list-style-type: none"> • One page in either Spring or Fall Review -- \$350 • One page in Conference Program -- \$350 • One-half page in either Spring or Fall Review – from \$180 to \$200. <p>Priority Position: Additional Charges</p> <ul style="list-style-type: none"> • Centerfold: Requires two full pages. Spring or Fall Review – from \$150 to \$200 additional • Front or Back Inside Fly: When available, full page only – from \$100 to \$200 additional.
4/16/1999	Financial	<p>It was m/s (Malena/Neptune) that the AMATYC Board approve the possible over-expenditure in 1999 of monies over the \$10,000 budgeted for the 1999 Silver Anniversary Activities. Note that the total expenditures for the 1999 Pittsburgh and the 2000 Chicago conference will not exceed the total budget of \$20,000 for the two years.</p>
4/16/1999	Publications	<p>It was m/s (Malena/Mahler) that Addison Wesley Longman Inc. be approved as the corporate sponsor for the printing and binding of the 1999 revision of the AMATYC History 1974-1999. Their name and logo will appear on the back cover of the revised document.</p>
4/16/1999	Publications	<p>Amended amended motion now reads that the AMATYC Historian take the information that will be collected from the AMATYC past presidents, along with the stories and pictures collected from AMATYC members, and create a new booklet/document titled AMATYC Reflections, 1974-1999.</p>

Date	Category	Motion
4/16/1999	Financial	It was m/s (Malena/Clutter) that Rikki Blair receive reimbursement for room and meals at the 1999 Pittsburgh and 2000 Chicago conference at the same rate as an Academic Committee chairperson: 4 nights, 1/2 double room, and \$30/day for meals.
4/16/1999	Conference	amended motion: that AMATYC establish a nonmember conference registration rate set at a cost equal to either the Discount Registration rate plus one year's individual dues plus \$25 or the Regular Registration rate plus one year's individual dues plus \$25, whichever is applicable. This will become effective beginning with the 1999 Pittsburgh conference.
4/16/1999	Conference	amended motion: commencing in 1999, AMATYC offer a single-day conference registration rate that includes only registration materials, sessions, and workshops/minicourses as available. Single day registrants will be required to specify which day they will attend. This option is available only for any one conference day.
4/16/1999	Conference	back to original motion: move to substitute (Mahler/Ross) that the Single Day Conference Registration rates for the 1999 Pittsburgh conference be as follows: member discount \$75 nonmember discount \$100 regular \$95 regular \$120
4/16/1999	Conference	amended motion now reads that AMATYC establish a nonmember conference registration rate equal to either the Discount Registration rate plus one year's individual dues plus \$25 or the Regular Registration rate plus one year's individual dues plus \$25, whichever is applicable. This will become effective beginning with the 2000 Chicago conference.
4/16/1999	Conference	It was m/s (Ross/Peterson) that the cost for conference guest tickets be established as follows: 1) Friday night event guest ticket price equals budgeted amount in account #3860 divided by total projected participants indicated in account #2030. 2) Saturday breakfast guest ticket equals per person budgeted amount in accounts #3900 plus #3910 (food and local flavor). Ticket prices shall be rounded up to the nearest dollar.
4/16/1999	Conference	It was m/s (Dudley/Garner) that the nonmember registration rate for the 1999 Pittsburgh conference will not contain a free membership.
4/18/1999	General	It was m/s (Wood/Neptune) that the Strategic Plan goals and objectives be adopted, subject to professional editing. move to amend (Parsons/Mahler) In goal IC, add "success, especially for at-risk students."

Date	Category	Motion
4/18/1999	Committees	<p>Motion: to accept the following as the official version of the Position Statement on Equal Opportunity in Mathematics (November 1998):</p> <p>The American Mathematical Association of Two-Year Colleges (AMATYC) supports increased participation of under-represented groups in mathematics and related fields. To address this need, AMATYC will provide leadership in increasing the participation of all people in mathematics and related areas regardless of age, physical challenge, gender, race, or ethnicity.</p> <p>Therefore, AMATYC recommends:</p> <ul style="list-style-type: none"> • That all students be given the opportunity to develop critical thinking skills and to increase their understanding of mathematics and its applications. • That all mathematics faculty be sensitive to the issues of pluralism and diversity in their classrooms. • That all institutions appoint, promote, and retain qualified and diverse mathematics faculty. <p>That all policy makers at the national, state and local levels provide educational institutions the support necessary to achieve equal opportunities for groups under-represented in mathematics.</p>
4/18/1999	Publications	<p>It was m/s (Garner/Clutter) that the Review Editor collect from each author prior to publication a signed release form stating AMATYC's copy and reprint policy and verifying that the article is not being printed in more than one publication without appropriate permission. The Review Editor shall maintain a file containing a copy of each of these signed forms and forward the original signed forms to the AMATYC Office for storage after the production of each issue of the Review.</p>
4/19/1999	Awards	<p>It was m/s (Garner/Neptune) that item B.5 of the ME Award Committee Procedures (page D-29) of the Policy Manual be replaced by:</p> <p style="padding-left: 40px;">5. Board members and members of the ME Award Committee should not write letters of recommendation for any candidate.</p> <p>move to amend (Mahler/Garner) change "should" to "may".</p>

Date	Category	Motion
4/19/1999	General	<p>It was m/s (Garner/Clutter) that the 1999-2001 slate of candidates be approved.</p> <p>President-elect Phil Mahler Secretary Peg Pankowski, Nancy Sattler Treasurer Ilga Ross Northeast VP Jack Keating, Steve Krevisky Mid-Atlantic VP Judy Ackerman Southeast VP Mary Marsha Cupitt, John Peterson Midwest VP John Bradburn, Kathy Mowers Central VP Wanda Long, Pete Wildman Southwest VP Jay Malmstrom Northwest VP Alice Kaseberg, Derek Mpinga West VP Sue Parsons</p>
4/19/1999	Awards	<p>It was m/s (Wood/Parsons) that item B5 of the TE Award committee procedures (D-32 of the Policy Manual) be replaced by:</p> <p>5. Board members and TE Award Committee members may not write letters of recommendation for any candidate.</p>
4/19/1999	Awards	<p>Motion 1 It was m/s (Mahler/Peterson) to substitute the wording “Nominees must be AMATYC members whose primary assigned duties must be delivering instruction in an associate degree granting program.”</p>
4/19/1999	Awards	<p>Motion 2 (Wood/Peterson) that Section II of the TE Award Policy be changed to: “Teaching excellence is the main focus of the award.”</p>
4/19/1999	Awards	<p>Motion 3 (Wood/Clutter) that Section V of the TE Award policy be changed to: Change November 1 to December 10. Add to chart “At conference, even-numbered year: President-elect coordinates conference session for prospective nominators on how to prepare a nomination packet conducted by 2-3 former TE Award Committee members.”</p>
4/19/1999	Conference	<p>It was m/s (Malena/Parsons) that the Discount Registration Fee for AMATYC members for the 2000 AMATYC Conference in Chicago be set at \$205 and that the Regular Registration Fee for AMATYC members be set at \$245.</p>
4/19/1999	Conference	<p>It was m/s (Malena/Garner) that regular registration fee for AMATYC members be the discount registration fee for AMATYC members plus \$40.</p>
4/19/1999	Conference	<p>It was m/s (Malena/Neptune) that the discount speaker Registration Fee for the 2000 AMATYC Conference in Chicago be set at \$130.</p>

Date	Category	Motion
4/19/1999	Conference	It was m/s (Clutter/Mahler) that we approve the theme of "Reaching New Heights in Mathematics Education" for the 2000 Conference in Chicago.
4/19/1999	Conference	It was m/s (Parsons/Mahler) that the AMATYC Office will select and purchase the following registration materials: name badges, pencil or pen, pad of paper, evaluation forms, and a bag. The local conference group will work through the conference coordinator to design and incorporate the word AMATYC and any or all of the following on one side of the bag: the conference logo the conference city and year the conference theme the AMATYC logo
4/19/1999	Conference	It was m/s (Parsons/Dudley) that the terms for all invoiced AMATYC business (excluding membership, Student Mathematics League, exhibitors and commercial presentations) will be: 1) a 2% discount will apply to accounts paid in full within 15 days of invoice. 2) a late charge will be assessed 30 days after invoice at the rate of 1.5% per month (18% APR) on any balance due.
4/19/1999	Publications	It was m/s (Parsons/Garner) that 1) Advertisement reservation forms and an AMATYC Office return envelope will be sent by the advertising chair to all prospective advertisers. 2) All ad copies for publication will be sent to the AMATYC Office. 3) The Office will invoice the advertiser.
4/19/1999	Committees	It was m/s (Parsons/Garner) that each college participating in the AMATYC Student Mathematics League will be invoiced by the AMATYC Office.
4/19/1999	Conference	It was m/s (Malena/Garner) that the single-day discount conference registration rate for AMATYC members be determined by multiplying the discount AMATYC member registration rate by 3/8 and rounding to the next higher \$5 if this result is not a multiple of \$5.
4/19/1999	Conference	It was m/s (Malena/Dudley) that other single-day registration rates are to be determined according to the formulas listed in the table below. <u>Member</u> single-day discount registration = A single-day regular registration = A + \$20 <u>Nonmember</u> single-day discount registration = A + \$25 single-day regular registration = A + \$45

Date	Category	Motion																						
4/19/1999	Committees	It was m/s (Wood/Neptune) that the ERC Policies be revised as in the attached document.																						
4/19/1999	Conference	It was m/s (Garner/Ross) that a cover letter (attached) and registration form be included in the packets that attendees receive at the Pittsburgh conference.																						
4/19/1999	Publications	It was m/s (Mahler/Peterson) that an ad be placed in the current issue of the AMATYC News for a webmaster.																						
4/19/1999	General	It was m/s (Clutter/Malena) that AMATYC renew its endorsement of the Houghton Mifflin Faculty Development Program's (FDP) Mathematics Workshop for the time period 1 July 1999 to 30 June 2000.																						
4/19/1999	Publications	It was m/s (Garner/Neptune) that the Board approve an over-expenditure in the 1999 budget in the amount of \$2000 for reassigned time for Virginia Carson for the fall 1999 semester.																						
4/19/1999	Committees	<p>It was m/s (Wood/Dudley) that the following be appointed as AMATYC Committee Chairs for the period 1999-2001. All have been contacted, understand the responsibilities, and have agreed to serve, pending Board approval.</p> <table data-bbox="625 695 1354 1096"> <tbody> <tr> <td>Foundation/Developmental Math</td> <td>Irene Doo</td> </tr> <tr> <td>Equal Opportunity in Math</td> <td>Michele Diel</td> </tr> <tr> <td>Faculty Development</td> <td>Ernie Danforth</td> </tr> <tr> <td>Placement/Assessment</td> <td>Judy Marwick</td> </tr> <tr> <td>Program/Curriculum Issues</td> <td>Ruth Collins</td> </tr> <tr> <td>Technical Math/AAS Programs</td> <td>Mary Ann Hovis</td> </tr> <tr> <td>Technology in Math Education</td> <td>Jerry Kissick</td> </tr> <tr> <td>Editorial Review</td> <td>Geoffrey Akst</td> </tr> <tr> <td>Electronic Services</td> <td>Vernon Kays</td> </tr> <tr> <td>Grants</td> <td>Cathy Curtis</td> </tr> <tr> <td>Student Math League</td> <td>Susan McLoughlin</td> </tr> </tbody> </table>	Foundation/Developmental Math	Irene Doo	Equal Opportunity in Math	Michele Diel	Faculty Development	Ernie Danforth	Placement/Assessment	Judy Marwick	Program/Curriculum Issues	Ruth Collins	Technical Math/AAS Programs	Mary Ann Hovis	Technology in Math Education	Jerry Kissick	Editorial Review	Geoffrey Akst	Electronic Services	Vernon Kays	Grants	Cathy Curtis	Student Math League	Susan McLoughlin
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Electronic Services	Vernon Kays																							
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Student Math League	Susan McLoughlin																							
4/19/1999	Conference	It was m/s (Wood/Neptune) that Mike Schachter be re-appointed as Exhibits Chair effective at the conclusion of the 1999 AMATYC Annual Conference in Pittsburgh. The term of this appointment shall be two years.																						
4/19/1999	Conference	It was m/s (Wood/Mowers) that Audrey Rose be re-appointed as Advertising Chair effective at the conclusion of the 1999 AMATYC Annual Conference in Pittsburgh. The term of this appointment shall be two years.																						

Date	Category	Motion
4/19/1999	Publications	<p>It was m/s (Mahler/Ross) that the Board adopt the following policy on posting employment opportunities on the web site:</p> <p style="padding-left: 40px;">Institutional members may post positions related to mathematics education in the first two years of college on the AMATYC web site free of charge. Appropriate positions would include instructor, department chair, dean, or learning center professional in the fields of mathematics and computer science.</p> <p style="padding-left: 40px;">Postings should be forwarded electronically or in clean (scanable) printed form to the AMATYC Office. Postings should include a date after which the posting may be removed from the web site. After verification of institutional member status, the Office will forward the posting to the web site coordinator for posting.</p> <p>Nonmember institutions may qualify for this service by becoming institutional members.</p>
4/19/1999	Publications	<p>It was m/s (Garner/Neptune) that pages C-45, 46, & 47 detailing "News" policy and "Topic List" for each edition be replaced by the attached 3 pages.</p>
4/19/1999	General	<p>It was m/s (Ross/Mowers) that the voting to approve Board minutes be conducted by e-mail.</p>
4/20/1999	Publications	<p>B. It was m/s (Peterson/Ackerman) that President Bragg appoint a committee to explore with other professional organizations such as NCTM and MAA the possibility of joint publications.</p>
4/20/1999	Financial	<p>C. It was m/s (Garner/Malena) that the 2000 AMATYC budget include an extra \$2000 in the President's liaison account for her use in attending ICME-9.</p>
4/20/1999	Financial	<p>back to amended motion: that the Board authorize the purchase of laptop computers with appropriate software and printers, up to \$6000 total, for the secretary, treasurer, and conference coordinator.</p>
4/20/1999	Office	<p>It was m/s (Clutter/Wood) that updates of the Policy Manual Sections C & D be done regarding the National Office.</p>
4/20/1999	General	<p>It was m/s (Mahler/Wood) that the President be authorized to hire a qualified parliamentarian for the Delegate Assembly, at a cost not to exceed \$500.</p>
4/20/1999	General	<p>It was m/s (Mahler/Wood) that each current officer review the appropriate part of the Policy and Procedures Manual and identify and report on the following: 1) out of date items, 2) missing items, 3) functions which could be handled by the Office, and 4) suggest improved procedures for the handling of functions by the officer or Office or both.</p>
4/20/1999	General	<p>move to amend (Mahler/Peterson) that reports will be sent to appropriate individuals by Sept. 1 and that those individuals deliver a report to board on prospective changes at fall meeting.</p>

Date	Category	Motion
4/20/1999	General	<p>It was m/s (Wood/Parsons) that the fall Executive Board meeting schedule, effective 2000, is</p> <p>Saturday: travel Sunday: full-day board meeting Monday: full-day Board meeting Tuesday: half-day Board meeting, rest of day for subcommittee meetings Wed: full-day Board meeting (primarily meeting with Committee Chairs)</p> <p>From Thursday through Sunday, the Board will attend conference activities, emphasizing visibility and accessibility to the membership.</p>
4/20/1999	General	<p>It was m/s (Wood/Garner) that beginning with the change in officers in November 1999, the Board institute a "Strategic Planning Orientation" (SPO) Retreat for the new Board to be held within three months of the change in officers.</p>
4/20/1999	Publications	<p>It was m/s (Mahler/Peterson) that AMATYC appoint a Web site coordinator as soon as practical. This individual will receive support equivalent to a committee chair. The appointment will be by the President with Board approval.</p> <p>The attached job description and job qualifications will be the criteria for selection. They will be refined and incorporated into the policy manual for adoption at the next Board meeting.</p>
4/20/1999	Publications	<p>It was m/s (Garner/Peterson) that in light of the overlap between the duties of the web site coordinator and those of the ESC chair, the ESC is directed to reconsider its purpose and objectives with a complete written revision or appropriate recommendation to be made by the ESC for the Spring 2000 Board meeting.</p>
4/20/1999	General	<p>vote on motion on constitution and by-laws changes as edited.</p>
4/20/1999	General	<p>substitute motion: It was m/s (Mahler/Ross) that the suggested seating for regions at the Delegate Assembly be as shown (attached) for the years 1999 to 2003.</p>
4/20/1999	Membership	<p>It was m/s (Malena/Ross) that the draft membership survey be finalized and that up to \$2000 of non budgeted funds be allocated for printing and distribution of the survey by fall 1999.</p>
11/15/1999	General	<p>(Email ballot) It was m/s (Goshaw/Garner) that the approved minutes of the spring 1999 Executive Board meeting be amended as follows:</p> <p>Page 14 paragraph three, add “programs” after “Saturday breakfast.”</p>
11/15/1999	Conference	<p>(Email ballot) Approval of the redesigned logo for the 2000 Chicago conference.</p>
11/15/1999	General	<p>(Email ballot) approval of the deletion of Alice Kaseberg’s name from the slate of officers .</p>
11/15/1999	Conference	<p>(Email ballot) approval of the awarding of two complimentary discount registrations for the Chicago conference.</p>

Date	Category	Motion
11/15/1999	Publications	(Email ballot) approval of Jim Roznowski as web site coordinator through 2001.
11/15/1999	Committees	It was m/s (Goshaw/Peterson) that the Technical Mathematics/AAS Survey structure be approved.
11/15/1999	Committees	Amended motion now reads: that posting the survey on the AMATYC Website be approved. The posting should be on a page clearly marked as serving the committee and after adhering to the policy guidelines on surveys. Note: It must be clear to respondents which submitted information will be posted.
11/15/1999	Committees	It was m/s (Goshaw/Malena) that posting a matrix of survey responses on the AMATYC website be approved. Move to amend (Mahler/Garner) add: “on a page which is clearly marked as serving the Technical Math/AAS committee.”
11/15/1999	Committees	Substitute motion (Garner/Ross) that the on-going compilation of the survey results shall be done by the Technical Math/AAS Committee chair or designee.
11/15/1999	Committees	It was m/s (Garner/Peterson) that AMATYC dissolve the Electronic Services Committee effective November 22, 1999.
11/15/1999	Publications	It was m/s (Garner/Malena) to define the process of proofing the AMATYC News as follows: (attached)
11/15/1999	Publications	Amended motion: that the AMATYC Review may accept for publication papers that have already been electronically published in the AMATYC conference proceedings.
11/15/1999	Conference	It was m/s (Garner/Wood) that 200 paperweights be purchased with the AMATYC logo on the and the dates and locations of the next two conferences be printed on them. These items are to be distributed at the AACC conferences to persons who stop by the booth to get information about AMATYC. The cost of each item should not exceed \$3.
11/16/1999	Office	It was m/s (Garner/Wood) that, whereas Beverly Vance, Christy Hunsucker, and Christine Shott have performed their assigned, and unassigned, tasks in an exemplary manner, and have thereby greatly improved the effectiveness of the duties of the officers and focused the orientation of the AMATYC Office on service provided in a professional manner, be it resolved that AMATYC award Beverly, Christy and Christine each a bonus of \$400 with our thanks for a job very well done.
11/16/1999	Conference	It was m/s (Wood/Garner) that the two complimentary registrations awarded in the exhibits drawing in Pittsburgh shall be non-transferable and shall be awarded for discount registration only. Winners whose registrations are received after the deadline for discount registration will be assessed the differential in discount registration and regular registration. Board members are not eligible for this award.

Date	Category	Motion
11/16/1999	Conference	It was m/s (Garner/Malena) that the National Science Foundation be allowed to submit a letter of intent or other appropriate documentation indicating that they will be purchasing a booth and participating in the current year's exhibits. Upon receipt of such documentation, they will be guaranteed a reserved booth space in the main exhibit area. The actual space will not be assigned until either payment is received or the budgeted number of booth spaces have been filled. If payment is not received at least one month prior to the opening of the exhibits, this agreement may be cancelled and another exhibitor sold the assigned booth.
11/16/1999	Conference	It was m/s (Wood/Peterson) that Anne Dudley be appointed as conference chair for the 2002 Phoenix conference.
11/16/1999	Conference	It was m/s (Wood/Ackerman) that George Boggs be approved as the Opening Session speaker for the Toronto 2001 conference.
11/16/1999	Conference	It was m/s (Wood/Neptune) that A K. Dewdney be approved as Saturday Breakfast Speaker for the Toronto 2001 conference.
11/16/1999	Conference	It was m/s (Garner/Mowers) that Margie Hobbs be appointed as Conference Coordinator for the three-year term 2001 – 2003 (Toronto, Phoenix, Salt Lake City).
11/16/1999	General	It was m/s (Garner/Malena) that the attached elections report and the winners be certified, with the addition of Susan S. Wood, President, and Sadie Bragg, Past President, as the 2000-2001 Executive Board.
11/16/1999	Financial	It was m/s (Mahler/Peterson) that the Board receive the "Final Report of the Operational Audit Task Force."
11/16/1999	Foundation	It was m/s (Garner/Goshaw) that Bob Malena be appointed AMATYC's representative to the AMATYC Foundation from the end of the 1999 Pittsburgh conference through the end of the 2001 Toronto conference.
11/16/1999	Committees	It was m/s (Wood/Mowers) that the Board request that committee chairs review the AMATYC Strategic Plan and develop committee-related supporting strategies at their Pittsburgh committee meetings.
11/16/1999	Financial	Amended motion now reads: that by July 1 of each year each Board member will submit a report to the treasurer of projected funds that will be used from their 5920 account through December 31 and/or a request for additional 5920 funds along with rationale for that request. The unused funds may be reallocated by the EAC.
11/16/1999	Affiliate	Amended motion: that AMATYC will reimburse institutional members or AMATYC affiliate organizations \$250 on a one-time basis for either a Traveling the Crossroads or a Traveling Technology Workshop. This will be funded with remaining AMATYC Crossroads funds and will terminate when up to a maximum of \$5000 has been used. This \$250 is on a per-event basis.
11/16/1999	Conference	It was m/s (Malena/Garner) that, effective with the 2000 conference, the Keynote Speaker, the Breakfast Speaker, and the ME award winner be eligible for up to four nights' lodging at the single room rate and be eligible for up to five days' meals at the per diem rate.
11/16/1999	General	It was m/s (Neptune/Mahler) that Marilyn Mays' proposal for her sabbatical project be accepted for AMATYC Consulting Professor.

Date	Category	Motion
11/16/1999	Awards	It was m/s (Peterson/Dudley) that AMATYC present a plaque to Marcia Sward at the MAA/AMS joint meetings in January.
11/16/1999	Conference	It was m/s (Mowers/Mahler) that the AMATYC Board approve hiring a professional photographer to take pictures at each annual conference beginning in November 2001.
11/16/1999	General	It was m/s (Wood/Mowers) that the Office purchase business cards for the President, President-elect, and Past President every two years when the officers change, and for the Executive Assistant and Conference Coordinator as needed. Move to amend (Ross/Mowers) strike “President, President-elect, and Past President” and insert “AMATYC Board members”
11/16/1999	Awards	Amended motion: that David Pierce be given recognition upon his retirement from AACC for his service to America’s community colleges and for his support of AMATYC through an exciting period for everyone at two-year colleges. This could be a plaque given at the 2000 meeting of AACC.
11/16/1999	Awards	Amended motion: that each AMATYC past president receive a medallion, with wooden display case, that would give their name at the top and say “Past President” at the bottom, with the AMATYC logo as the center. After the initial presentations to all former presidents, this medallion would be presented when the past president leaves the Board.
11/16/1999	General	It was m/s (Ross/Malena) that the concept for a proposed NW Regional meeting in the Spring of 2001 be approved by the Board.
11/16/1999	Conference	Amended motion: that a highlighted session on Teacher Preparation for the general membership followed by a Teacher Preparation Minicourse for 100 participants be approved for the Chicago Conference on Thursday, November 9, 2000, and that monies from the AMATYC Crossroads funds be allocated for up to \$4000 maximum to cover highlighted speakers’ honorariums, travel and lodging.
11/16/1999	Publications	It was m/s (Mahler/ that the attached document “Position Description for the AMATYC web site coordinator” (p. 85b,c) be adopted as the position description for this position. (This replaces the objectives of the ESC committee on p. D-20 of the policy manual.)
11/16/1999	Publications	It was m/s (Mahler/Neptune) that the term of appointment for the web site coordinator be two years, commencing and terminating at the conclusion of the fall conference.
11/16/1999	Publications	It was m/s (Mahler/Malena) that the attached document “Policy on AMATYC Web Site Content” be adopted as the policy for web site content.

Date	Category	Motion
11/18/1999	Committees	Amended motion: that a Student Mathematics League Test Developer be appointed to direct the annual preparation of three Student Mathematics League examinations, keys, and brief solutions. The examinations shall be constructed in accordance with the rules of the Student Mathematics League. The Test Developer shall be responsible for selecting, wording, and editing problems and their solutions to be used on the examinations. By August 15 of each year the Test Developer shall deliver to the Student Mathematics League Committee chair camera-ready copies of the three examinations together with keys and brief solutions. The Student Mathematics League Test Developer shall work under the direction of the Student Mathematics League chair. The term of the Test Developer shall coincide with the change in officers. The Student Mathematics League committee chair shall focus on tasks not related to test production, including but not limited to recruitment of and communication with moderators, compilation of results, and preparation and distribution of regional and overall awards.
11/18/1999	Committees	Amended motion: that eight persons, one from each AMATYC region, be appointed by the Board as members of the Test Development subcommittee of the SML to assist the Test Developer with test preparation. The term of the appointment shall be two years, commencing at the close of the annual conference, with four new appointments made annually. To establish the committee initially, eight members shall be appointed, four of whom have three-year terms. The SML committee chair will develop review procedures to assure no conflict of interest between test developers and test administrators.
11/18/1999	Committees	It was m/s (Wood/Garner) that the “Position Statement Review Process” (D-31) be revised as follows: In the next to the last sentence replace “Reviewed by the XXX Committee” with “Reaffirmed by the XXX Committee.”
11/18/1999	Publications	It was m/s (Ross/Malena) that the AMATYC Review Policy Form (attached) be accepted and filed.