

**AMATYC Executive Board Meeting
SPO 2014
Memphis, TN**

Saturday January 11, 2014

The meeting was called to order at 1:04 PM by President Nancy Sattler. The following members of the Executive Board were present:

Nancy Sattler	President	Nancy J. Rivers	Southeast Vice President
Jim Roznowski	Past President	Jim Ham	Midwest Vice President
Jane Tanner	President-Elect	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President
Dan Fahringer	Mid-Atlantic Vice President		

Also present was: Keven Dockter, Conference Coordinator.

President Sattler reviewed the rules of conduct in the morning session.

MOTION: To approve the previously listed Rules of Conduct. (Attachment A)
Made by Jim Roznowski and seconded by Jim Ham.

Motion approved

MOTION: Approve the provided Agenda on page 13. (Attachment B)
Made by Jim Roznowski and seconded by Kate Kozak

Motion approved

Consent Calendar – Motions

MOTIONS ON CONSENT AGENDA

MOTION: That Nicole Lang, Central Vice President, be appointed to serve on the Foundation Board from January 1, 2014 through December 31, 2015. (PPM 15.1.7)

MOTION: That Liz Hylton, Northwest Vice President, be appointed to serve on the Strategic Planning Committee from January 1, 2014 through December 31, 2015.

MOTION: That Jim Ham, returning Midwest Vice President, and Ernie Danforth, newly elected Northeast Vice President, be appointed to serve on the Finance Committee from January 1, 2014 through December 31, 2015.

MOTION: That Jim Ham, returning Midwest Vice President, be appointed to serve on the Investment Committee from January 1, 2014 through December 31, 2015.

MOTION: That Jim Ham, returning Midwest Vice President, and Nancy Rivers, Southeast Vice President be appointed co-chairs of the Membership Committee from January 1, 2014 through December 31, 2015.

MOTION: That Mark Harbison, West VP, be appointed to the Personnel Committee from January 1, 2014 through December 31, 2015.

MOTION: That Mark Harbison, West VP; Dan Fahringer, Mid-Atlantic VP; Nancy Rivers, Southeast VP; and Mary Beth Orrange, Secretary, be appointed to the Professional Development Committee from January 1, 2014 through December 31, 2015. Furthermore that Mary Beth Orrange chair the committee.

MOTION: That Kate Kozak, Southwest VP, be appointed to the Organizational Assessment Committee and that Jim Ham, Midwest VP; Jerry Kissick and Paula Wilhite members-at-large, be reappointed to the Organizational Assessment Committee from January 1, 2014 through December 31, 2015.

MOTION: That Mary Beth Orrange, Secretary; Nicole Lang, Central VP; Kate Kozak, Southwest VP; Jim Ham, Midwest VP; and George Hurlburt, Website Coordinator be reappointed to the Professional Networking Committee from January 1, 2014 through December 31, 2015.

MOTION: That Susan Strickland, Dan Fahringer, Jim Roznowski serve on the committee to review eligibility to participate in the Student Math League.

MOTION: That Jim Roznowski chair the AMATYC 40th Anniversary Committee.

MOTION: That the motions of the Consent Calendar of the 2014 SPO be approved as published .
Made by Kate Kozak and seconded by Jim Ham.

Motion approved

Report of email motions voted on since the FBM 2014 was received. (ATTACHMENT D)

MOTION: That time, equivalent to that of a themed session (90 minutes), be allocated in the program for the 2014 AMATYC conference in Nashville as a follow-up to the National Summit on Developmental Mathematics which was held prior to the 2013 AMATYC conference in Anaheim. Information about presentations during this session will be submitted following the procedures established for non-reviewed conference presentations.
Made by Jim Roznowski and seconded by Mary Beth Orrange.

Discussion: Jim Roznowski will be responsible for managing the details of the session with assistance by the Developmental Math Committee Chair. It will not count as a session for the Developmental Math Committee Chair.

Motion approved

MOTION: Approve the attached process for the Potential Membership List. (ATTACHMENT E)
Made by Kate Kozak and seconded by Nicole Lang.

Motion to extend time for 3 minutes:

Made by Kate Kozak and seconded by Jane Tanner.

Motion approved

Friendly amendment to motion:

Include in recommendation #1 a third target marketing group: (3) any new members before July 1

Motion to extend time for 10 minutes:

Made by Jim Ham and seconded by Margie Hobbs.

Motion approved

Friendly amendment to motion:

Remove category #2 and #3 in recommendation #1. Remove the second sentence in recommendation #3. Remove the last sentence in recommendation #6.

Motion approved as amended

MOTION: That the PPM be changed to allow for virtual meetings to discuss position statements and that the attached changes be adopted by the board. (Attachment F) (PPM 9.9.1 and 9.9.2)

Gavel passed to Jim Roznowski.

Made by Nancy Sattler and seconded by Mary Beth Orrange.

Motion withdrawn

Process will be rewritten and a new motion will be addressed at a later time.

Gavel returned to Nancy Sattler.

MOTION: That the AMATYC Project ACCESS Coordinator, Laura Watkins, be instructed to include a check box on the APA application form stating the applicant is committed to remaining an AMATYC member for three years after completion of their two years in the APA program. Effective with the 2014 APA application.

Made by Margie Hobbs and seconded by Nicole Lang.

Motion defeated

The board is supportive of the concept but supports encouraging ACCESS fellows to be involved in AMATYC in a variety of ways rather than checking off a box on the application.

MOTION: Approve the changes to PPM 12.2 and 15.8 that are attached. (Attachment G) (PPM 12.2 and 15.8)

Made by Kate Kozak and seconded by Ernie Danforth

Friendly amendment. Changes include remove the reference to Times New Roman in section 15.8 and issue 2 deadline remains March 1 not February 15 as presented.

Motion approved as amended

MOTION: That the AMATYC Board approve the reciprocity agreement with TODOS – Mathematics for All. (Attachment H).

Gavel passed to Jim Roznowski.

Made by Nancy Sattler and seconded by Kate Kozak

Budget implication was removed from the motion form.

Motion approved

Gavel returned to Nancy Sattler

MOTION: That AMATYC co-sponsor the Uri Treisman presentation, *National Trends in Collegiate Mathematics*.

Made by Jim Roznowski and seconded by Mary Beth Orrange

Motion approved

The Board went into Executive Session at 2:55 pm

The Board returned from Executive session at 3:10

President Sattler announced that during executive session the board approved the motion that AMATYC will participate in the work being done by the University of Texas at Austin's Dana Center in developing a STEM Pathway and that Jim Roznowski be appointed to represent AMATYC in the project. At most two not-for-review sessions on the pathway to STEM programs be scheduled for the 2014 AMATYC conference in Nashville. A discussion was held about the hiring of a new executive director.

The meeting was adjourned at 3:16 pm.

Mary Beth Orrange, Secretary 2014-2015

Date: _____

Nancy Sattler, President 2014-2015

Date: _____

ATTACHMENTS

- A. Rules of conduct
- B. Agenda and Order of Business
- C. Reference Material
 - AMATYC Mission Statement
 - AMATYC Core Values
 - AMATYC Strategic Plan
 - Acronyms
 - Board Liaison Assignments and Standing Committees
- D. Email Motions passed since the 2014 FBM
- E. Process for Potential Membership list
- F. PPM 9.9.1 and 9.9.2 – Guidelines for Position Statement change
- G. PPM 12.2 and 15.8 – AMATYC *News* Publication Guidelines
- H. Reciprocity Agreement between TODOS and AMATYC

ATTACHMENT A

AMATYC Special Board Meeting SPO 2014 – Memphis, TN

RULES OF CONDUCT

- A. Robert’s Rules of Order are used. The parliamentarian is **Dan Fahringer**.
- B. The following time limits will be applied unless otherwise noted:
Reports (R) - 5 minutes
Discussion items (D) – 10 minutes
Motions involving discussion (M) – 15 minutes
Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Liz Hylton**.
- C. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display their “ditto” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair.
- D. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **Please silence all cell phones**. Refrain from computer use other than board business.
- E. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Mark Harbison and Nancy Rivers** (Report to the Conference Coordinator at the end of SPO 2014.)
 2. Items relating to Budget: **Jim Ham and Ernie Danforth**. (Report to the treasurer at the end of SPO 2014).
 3. Items relating to the Office: **Kate Kozak and Jim Roznowski**. (Report to Cheryl at the end of SPO 2014).
 4. Items relating to VPs: **Nicole Lang** and all VPs.
 5. Items to return to at the Spring Board Meeting: **Margie Hobbs and Jane Tanner**. (Report to the President at the end of SPO 2014.)
- F. **Everyone** will be expected to review the minutes of the meeting.

ATTACHMENT B

**Order of Business – Meeting Agenda
AMATYC Executive Board
SPO 2014**

Saturday, January 11, 2014

Reports (R) – 5 minutes Discussion (D) – 10 minutes Motions (M) – 15 minutes

Page	Activity	Person
	Call to Order/Meeting Plan	Sattler
1	Rules of Conduct	Sattler
2	M: Adopt Rules of Conduct	Sattler
3	M: Adopt Order of Business	Sattler
	Reference Material	
4	AMATYC Mission Statement	
5	AMATYC Core Values	
6-7	AMATYCS Strategic Plan	
8-9	Acronyms	
10-12	Board Liaison Assignments and Standing Committees	
13-14	Order of Business	
	Consent Calendar - Motions	
15	M: AMATYC Foundation, VP	Roznowski
16	M: Strategic Planning Committee, VP	Sattler
17	M: Finance Committee VP	Sattler
18	M: AMATYC Investment Committee VP	Sattler
19	M: Membership Committee chair	Sattler
20	M: Personnel Committee, VP	Sattler
21	M: Professional Development Committee	Sattler
22	M: Assessment Committee VP	Sattler
23	M: Professional Networking Committee	Sattler
24	M: Eligibility to Participate in SML	Sattler
25	M: Chair of 40th anniversary Task Force	Sattler
26	M: Accept Consent Calendar Motions	Sattler
	Old Business	
	<i>M: AMATYC Foundation, VP</i>	<i>Consent</i>
	<i>M: Strategic Planning Committee, VP</i>	<i>Consent</i>
	<i>M: Finance Committee VP</i>	<i>Consent</i>
	<i>M: AMATYC Investment Committee VP</i>	<i>Consent</i>
	<i>M: Membership Committee chair</i>	<i>Consent</i>
	<i>M: Personnel Committee, VP</i>	<i>Consent</i>
	<i>M: Professional Development Committee</i>	<i>Consent</i>

	<i>M: Assessment Committee VP</i>	<i>Consent</i>
	<i>M: Professional Networking Committee</i>	<i>Consent</i>
	<i>M: Eligibility to Participate in SML</i>	<i>Consent</i>
	<i>M: Chair of 40th Anniversary Task Force</i>	<i>Consent</i>
27	Report – Email Motions since last Board Meeting Orrange	
28	M: Developmental Math Summit Follow –up	Roznowski
29	M: Recommendation for Potential Membership List	Kozak, Ham & Lang
30	Report from Marketing Committee on Membership	Kozak
31	M: Guidelines for Position Statement change in PPM	Orrange & Sattler
32-35	PPM 9.9.2 Changes	
	New Business	
36	M: AMATYC Project ACCESS Application Form	Roznowski
37	M: AMATYC Participation in the Dana Center STEM Pathways Project	Roznowski
38	M: Changes to PPM regarding News	Kozak
39-49	PPM 12.2 and 15.8	Kozak
40	M: Agreement with TODOS	Sattler
51	Reciprocity agreement - TODOS	Sattler
52	M: Support for Uri Treisman Presentation	Roznowski
	Executive Session – Report from Search Committee for Executive Director	Tanner

ATTACHMENT C

REFERENCE MATERIALS

AMATYC Mission Statement

The American Mathematical Association of Two-Year Colleges (AMATYC) mission is to promote and increase awareness of the role of two-year colleges in mathematics education, and to:

- Ensure the preparation of mathematically and technologically literate citizens who are capable of making informed decisions, who have skills needed by business and industry, and who will continue to grow in their quantitative literacy;
- Lead the development and implementation of curricular, pedagogical, technological, and assessment standards for two-year college mathematics education;
- Offer multiple opportunities for the preparation and continuing professional development of a competent and diverse mathematics faculty skilled in a variety of teaching modalities addressing different learning styles;
- Provide a forum that facilitates professional networking, communication, policy determination, and action among individuals, affiliates, and other professional organizations; and
- Communicate the perspectives of two-year college mathematics education to public, business, and professional sectors.

Adopted by the Board on April 12, 2010.

AMATYC's Vision: Opening Doors Through Mathematics**AMATYC's Core Values**

(Alphabetical Order)

Approved May 2006

Core Values represent core priorities, traits, or qualities in the organization's culture that are considered worthwhile. They are timeless and unchanging.

Core Value:	Operational Definition:
Academic Excellence	Presenting a quality educational experience in mathematics that is responsive to the needs of all students while recognizing student achievement in mathematics as an essential life goal.
Access	Acknowledging the right of all students to experience learning mathematics in ways that maximize their individual potential.
Collegiality	Providing opportunities for networking and encouraging mutual respect for other mathematics professionals for the betterment of the mathematics teaching profession.
Innovation	Creating, developing, implementing, and redefining successful instructional strategies, curricula in mathematics, and classroom practices based on the research of how students best learn mathematics and how faculty best teach mathematics.
Integrity	Safeguarding the qualities of honesty, sincerity, trustworthiness, global consciousness, and a code of sound moral professional principles.
Professional Development	Building expertise and exhibiting leadership in the teaching and learning of mathematics, enhancing personal growth, and improving teaching methods and effectiveness as a personally initiated life-long responsibility.
Teaching Excellence	Designing and implementing a dynamic mathematics curriculum, promoting the use of innovative and effective teaching strategies, assessing student learning outcomes in mathematics with appropriate methods, and creating a successful learning environment for all students.



2012-2017 AMATYC Strategic Plan (Adopted SBM 2011)
Opening Doors Through Mathematics

Priority I – Provide professional development opportunities to all two-year college faculty.

- A. Enhance the traditional opportunities for professional development.
- B. Develop opportunities for professional development that utilize emerging technologies.
- C. Provide professional development focused on mentoring of faculty especially faculty new to teaching in two-year colleges.
- D. Advocate for the importance of and provide opportunities for professional development for adjunct faculty.

Priority II – Promote research on student learning in two-year colleges.

- A. Promote research focused on student learning, acknowledging the impact that technology and data driven decisions have on education.
- B. Provide training to faculty interested in conducting classroom research.
- C. Pursue grants and other means of financial support for classroom research in teaching and student learning.
- D. Advocate for the continued improvement of textbooks and other instructional resources based on the lessons learned from classroom research.
- E. Advocate for faculty, departments, and colleges to institute innovative practices informed by research.
- F. Disseminate resources and best practices on teaching and learning to facilitate faculty development.

Priority III – Promote the review and improvement of two-year college mathematics curricula.

- A. Support and promote the development and assessment of high quality mathematics education for all students.
- B. Maintain a leading role in structuring a strong developmental mathematics experience for all students.
- C. Promote the consensus on the essential mathematics that students need in order to succeed in their chosen academic or career fields.
- D. Increase participation in Science, Technology, Engineering, and Mathematics (STEM) courses and programs through contacts with industry.
- E. Support the appropriate use of emerging technologies to promote an understanding of mathematics and its applications.
- F. Support continuous improvement of online/distance learning and continuous improvement of online delivered courses.

Priority IV – Build and promote communities of educators in lower division collegiate mathematics across departments and institutions.

- A. Strengthen and expand the relationship between AMATYC and its affiliate organizations.
- B. Encourage membership among individuals interested or involved in mathematics instruction in the first two years of college.

- C. Expand opportunities for networking (locally, nationally, and internationally) of those interested in the first two years of collegiate mathematics to share ideas and provide support.
- D. Expand the relationship among instructors at two-year colleges and other faculty Pre-K–20.

Priority V – Communicate the vision, core values, mission, and goals of AMATYC and promote awareness of the organization.

- A. Maintain and promote the visibility of AMATYC at the national level as the primary voice for mathematics education during the first two years of college.
- B. Promote an understanding of the mission of two-year colleges and their mathematics programs.
- C. Be a strong voice for two-year college mathematics education.
- D. Develop and maintain relevant standards for two-year college mathematics education.
- E. Expand relationships with other organizations interested in the goals and objectives of AMATYC and interested in promoting quality mathematics education.
- F. Encourage the involvement of two-year college educators in state and national, Pre-K–20 initiatives.
- G. Work to increase state and national funding for two-year college mathematics education.

ACRONYMS

AACC	American Association of Community Colleges
ACCESS	Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC and MAA for beginning two-year college mathematics faculty, funded for 2003-2006 by the ExxonMobil Foundation (Cohorts 1, 2, 3)
APA	AMATYC Project ACCESS: Advancing Community College Careers: Education, Scholarship, Service, a professional development program offered by AMATYC beginning with Cohort 4 in 2007.
AMS	American Mathematical Society, who along with MAA and SIAM host the Joint Mathematics Meetings each January
AMTE	Association of Mathematics Teacher Educators
ARG	Association Review Group. NCTM successfully used an ARG process to conduct a formal review of the Standards 2000 drafts.
ASA	American Statistical Association
ASL	Association for Symbolic Logic
ASSM	Association of State Supervisors of Mathematics
AWM	Association for Women in Mathematics
BBA	Benjamin Banneker Association. “Dedicated to mathematics education advocacy, establishing a presence for leadership, and professional development to support teachers in leveling the playing field for mathematics learning of the highest quality for African-American students.”
BMS	Board of the Mathematical Sciences, a Board of the National Research Council.
CAMC	Committee on the American Mathematics Competitions. CAMC develops and sponsors the exams which lead to the identification of the USAMO team.
CBMS	Conference Board of the Mathematical Sciences. Made up of representatives (usually the presidents) of about 17 mathematics/ mathematics education organizations. AMATYC is a member. Ron Rosier is the Executive Director. CBMS meets twice a year, in early May and early December.
CCSSM	Common Core State Standards for Mathematics
CRAFTY	Curriculum Renewal Across the First Two Years Committee, an MAA Subcommittee of the MAA Committee on the Undergraduate Program in Mathematics (CUPM).
CSSP	Council of Scientific Society Presidents
CTYC	Committee on Two-Year Colleges, an MAA Committee. The AMATYC President is an ex officio member.
CUPM	Committee on the Undergraduate Program in Mathematics, an MAA Committee.
ICME	International Congress on Mathematical Education. Held every four years. (Seoul, Korea 2012 and Hamburg, Germany 2016)
IMS	Institute of Mathematical Statistics
INFORMS	Institute for Operations Research and the Management Sciences
JCW	Joint Committee on Women in Mathematical Sciences

JMM	Joint Mathematical Meetings hosted each January by AMS, MAA, and SIAM.
JPBM	Joint Policy Board for Mathematics. A coalition of AMS, MAA, and SIAM.

MAA	Mathematical Association of America. Executive Director is Michael Pearson.
MAC³	Mathematics Across the Community College Curriculum was an NSF grant to AMATYC.
MathFest	MAA's Summer Meeting
MET	The Mathematics Education of Teachers document, written for college mathematics departments outlining the mathematics that K-12 teachers ought to know.
PMET	Preparing Mathematicians to Educate Teachers Project, a CBMS Project, offering workshops to college and university faculty.
MSEB	Mathematical Sciences Education Board, a Board of the National Research Council. Established in 1985 to provide continuing national overview and assessment capability for mathematics education and is concerned with excellence in mathematical sciences education for all students at all levels. Nancy Sattler serves on MSEB at this time,
NACCTEP	National Association of Community College Teacher Education Programs.
NADE	National Association of Developmental Education
NAS	National Academy of Sciences
NASSMC	National Alliance of State Science and Mathematics Coalitions
NCTM	National Council of Teachers of Mathematics. Kichoon Yang is the Executive Director.
NRC	National Research Council, organized by the NAS in 1918. NRC is the umbrella organization of the NAS, the National Academy of Engineering (NAE), and the Institute of Medicine (IOM).
NSF	National Science Foundation. Provides government funding for scientific endeavors.
PAEMT	Presidential Award for Excellence in Mathematics Teaching
RUME	Research in Undergraduate Mathematics Education, a special interest group of the MAA.
SIAM	Society of Industrial and Applied Mathematics. One of the three sponsors of the Joint Mathematics Meetings held each January.
SOA	Society of Actuaries
SUMMA	Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MAA was established in 1990 to increase the representation of minorities in the fields of mathematics, science and engineering and improve the education of minorities.
TODOS	TODOS: Mathematics for all – advocate for equity and high quality mathematics education for all
Triangle Coalition	A Washington DC-based nonprofit organization comprised of more than 100 member organizations with representation from business, education, and scientific and engineering societies. The coalition's mission is to bring together the voices of business, government, and education to improve the quality and outcome of STEM education.
USAMO	USA Mathematical Olympiad. Through a series of competitions taken by thousands, a team of 8 is identified for participating in the International

	Mathematical Olympiad (IMO). The team is honored at a special event in Washington each June.
USNCMI	United States National Committee on Mathematics Instruction

Liaison and Committee Assignments, SPO 2014

Assignment	Chair/Coordinator/Director	Board Member
Affiliate Presidents		Jane Tanner
AMATYC Executive Director	Cheryl Cleaves	Nan Sattler
AMATYC Legal Advisor	Peter Georgakis	Nan Sattler
<i>AMATYC News</i>	Daniela Zemanek	Kate Kozak
AMATYC Project ACCESS	Laura Watkins	Dan Fahringer
Conference Coordinator	Keven Dockter	Nan Sattler
Editing Director	Steve Wilson	Ernie Danforth
Grants Director	John Pazdar	Mark Harbison
Historian	Russell Simmons	Mary Beth Orange
<i>MathAMATYC Educator</i>	David Tannor – Editor George Alexander – Prod. Manager	Liz Hylton
Website Coordinator	George Hurlburt	Jim Ham
Mu Alpha Theta	Kathy Mowers	Jim Roznowski
Professional Development Coordinator	Jon Oaks	Mary Beth Orange
Traveling Workshop Coordinator	Ana Jimenez	Mary Beth Orange
Student Mathematics League	Susan Strickland Steve Blasberg	Dan Fahringer
Vice-Presidents (Senior VP)		Nicole Lang
Academic Committees		
Developmental Mathematics	Linda Zientek	Margie Hobbs
Division/Department Issues	Sean Simpson	Jane Tanner
Innovative Teaching and Learning	Fred Feldon	Nancy Rivers
Mathematics Intensive/College Mathematics	Sandy Poinsett	Jim Ham
Placement & Assessment	Behnaz Rouhani	Liz Hylton
Research in Mathematics Education in TYC	April Ström	Nicole Lang
Statistics	Mary DeHart	Kate Kozak

Teacher Prep	Andy Jones	Dan Fahringer
Technical Mathematics/AAS	Ned Schillow	Ernie Danforth

Administrative Committees

Nominating Committee

Charge: Establish election procedures and, consistent with policy and Executive Board direction, recommend a slate of nominees for Executive Board approval; PPM, 4.3.3

Chair: Roznowski

Members: George Hurlburt (Northeast), Kristyanna Erickson (Mid-Atlantic), John Bakken (Southeast), Aaron Beach (Midwest), Collen Bye (Central), Ali Ahmad (Southwest), Amy Barnsley (Northwest), Bruce Yoshiwara (West), Chris Oehrlein (At-Large), Anthony Ponder (At-Large), Annette Cook (At-Large)

Membership Committee

Charge: Develop and implement strategies to solicit new members and retain existing members; PPM, Section 5.9.3

Chair: Ham & Rivers (co-chair)

Members: Cleaves, Danforth, Fahringer, Harbison, Hobbs, Hylton, Kozak & Lang

Strategic Planning Committee

Charge: Develop and publish the AMATYC Strategic Plan; PPM Section 15.7

Chair: Tanner

Members: Hylton, Roznowski, & Sattler

Finance Committee

Charge: Oversee the budget development and serve in an advisory capacity to the Treasurer and Executive Board; PPM, Section 5.9.2

Chair: Hobbs

Members: Cleaves, Danforth, Dockter, Ham, Sattler, & Tanner

Foundation Board

Charge: Raise and disperse funds to support the mission of AMATYC; PPM, Section 14.1

Chair: Roznowski

Members: *Angel, Black, Cleaves, *Hobbs, Lang, *McKeague, Sattler, & *Steenken, (*Investment Committee Member)

Personnel Committee

Charge: PPM, Section 5.9.1

Chair: Sattler

Members: Cleaves (nv), Harbison, Hobbs, Roznowski, & Tanner

Professional Development Committee

Charge: PPM, Section 5.9.4

Chair: Orrange

Members: Dockter, Fahringer, Harbison, Jimenez, Oaks, & Rivers

Organizational Assessment Committee

Charge: Coordinate the planning and implementation of assessment of AMATYC programs and activities; PPM, Section 5.9.5

Chair: Tanner

Members: Ham, Kissick, Kozak & Wilhite

Ad Hoc Committees

Professional Networking Committee

Charge: Provide management on recommendations related to AMATYC's presence on social media.

Chair: Orrange

Members: Sattler, Lang, Kozak, Ham, Hurlburt

Executive Director Search Committee

Charge: Review applications and make recommendations to the board for semifinalist for the position of Executive Director of AMATYC.

Chair: Tanner

Members: Danforth, Ham, Hobbs

Other Committees

Tax Review and Audit Committee

Charge: Review AMATYC's year-end financials; review IRS form 990 prior to its filing on May 15th; review the Conflict of Interest Policy/completed forms; answer questions and consider recommendations from the auditor.

Chair: Hobbs

Members: Cleaves (nv), Hunsucker (nv), Roznowski, Sattler & Tanner

Eligibility to Participate in SML

Charge: Review the eligibility of a number of 2-year colleges participating in the SML and now changing to 4-year colleges and determine whether these colleges can continue to participate.

Chair: Strickland

Members: Fahringer, Roznowski, & Sattler

Teaching Excellence Award Committee

Charge: To select names

Chair: Tanner

Members: Northeast, Wendi Morrison; Mid-Atlantic, Christine Mirbaha; Southeast, Martha Goshaw; Midwest, Kinga Oliver; Central, Mark Omodt; Southwest, Elizabeth Gamboa; Northwest, Nick Chura; and West, Joe Conrad

Task Forces

40th Anniversary Planning

Charge: Develop ideas and make recommendations regarding AMATYC's 40th anniversary celebration planned for the 2014 AMATYC annual conference in Nashville.

Chair: Roznowski

Members: Blair, Britt, Cleaves, Dockter, Hurlburt Sattler, & Simmons

Position Statement on *Academic Preparation of Two-Year College Mathematics Faculty*

Charge: Develop a position statement based on the *Guidelines on Academic Preparation of Two-Year College Mathematics Faculty*.

Chair: Roznowski

Members: Ackerman, Cook, E. Danforth, K. Danforth, Gleason, Mahler

AMATYC Regional Structure

Charge: To review the AMATYC regional structure and make recommendations on possible realignment. Gather data first and present two or three proposals for discussion at the Delegate Assembly to be held at the 2013 AMATYC conference in Anaheim.

Chair: Tanner

Members: Averbeck, Chow, Kozak; Collings, Kodama, Lang; Mowers

AMATYC Academic Committee Structure

Charge: To review and make recommendations regarding the AMATYC academic committee structure.

Chair: Hobbs

Members: Buller, Cleaves, Cotton, Edmonds, Krevisky, Poinsett, Sattler, Schillow, Strom,
Wilson

ATTACHMENT D**Email motions considered between the FBM 2013 and December 31, 2013:**

11/21/13	Minutes	Motion: That the minutes of the FBM 2013 be approved.
11/21/13	Conference	Motion: That the theme, “Jazz It Up,” be used in conjunction with the approved logo for the 2015 New Orleans Conference.
11/21/13	CCSSM	<p>Motion: That the following statement be approved:</p> <p>"According to the Common Core State Standards Initiative, the goal of the Common Core State Standards in Mathematics (CCSSM) is to provide students with the mathematics to be career and college ready. Students with mastery of the skills and practice of the CCSSM should be prepared to succeed in a credit-bearing course at two-year or four-year colleges and universities.</p> <p>The Executive Board of the American Mathematical Association of Two-Year Colleges (AMATYC) believes that articulation agreements among two-year colleges and four-year colleges or universities guarantee equivalency of transfer level courses. We support the concept that CCSSM provide students with the necessary mathematical knowledge and thinking to enter post-secondary courses at the two-year or four-year college or university of their choice."</p> <p>If approved the statement will be posted on the AMATYC website and be included, with an introductory article, in an issue of the <i>AMATYC News</i>.</p>
11/21/13	Investment Board	<p>Motion: That, pending membership verification, William Steenken be appointed to the AMATYC Investment Board for a term beginning immediately and ending December 31, 2016.</p> <p>That, pending membership verification, Allen Angel be appointed to the AMATYC Investment Board for a term beginning immediately and ending December 31, 2014. (PPM 15.1.8)</p>
12/8/13	Conference DEFEATED MOTION	That effective immediately, with the 2014 Nashville conference, the exhibitor fee be raised to \$1200 for a prime booth and \$1100 for a corner booth in the AMATYC exhibit hall. DEFEATED MOTION

ATTACHMENT E

Membership & Marketing Subcommittee
Marketing to Potential AMATYC Members
Report: November 23, 2013

Members: Kate Kozak, Nicole Lang, Jim Ham

In 2013, members of the AMATYC Executive Board collected names and contact information of two-year college faculty, and hence potential AMATYC members from several states.

Here are the recommendations on how AMATYC should market to these potential members.

1. The target marketing group will be (1) all recently collected potential members who are not already members nor listed in our membership database, and (2) all individuals in our membership database whose memberships have lapsed 5 or more years ago.
2. To prepare the membership database, add all of the recently collected potential members to the membership database. Remove from the database all potentials that are duplicate records.
3. Attach a special code in the database to marketed members so that their membership status can be tracked in the future. One code can be given for members who were never AMATYC members, and a second code can be given to lapsed members.
4. During the early part of the winter/spring 2014 semester, send out to the target marketing group an email from the President introducing AMATYC, presenting the mission and vision of AMATYC, and describing membership benefits. (A draft email is being developed.)
5. Offer to each person on this list a one-year regular membership at 50% of the regular membership fee. This offer is equal to \$40 off the \$80 current regular 1-year membership rate. Include an offer expiration date of June 15, 2014, since the membership rate is set to increase on July 1, 2014.
6. Assessment plan: Each person on the list will be tagged so information can be gathered to determine how many join AMATYC and how many renew their memberships in subsequent years. Also, we can compare the effects of the marketing campaign on “never” members and lapsed members.

APPROVED RECOMMENDATIONS:

1. The target marketing group will be all recently collected potential members who are not already members nor listed in our membership database.
2. To prepare the membership database, add all of the recently collected potential members to the membership database. Remove from the database all potentials that are duplicate records.
3. Attach a special code in the database to marketed members so that their membership status can be tracked in the future. During the early part of the winter/spring 2014 semester, send out to the target marketing group an email from the President introducing AMATYC, presenting the mission and vision of AMATYC, and describing membership benefits. (A draft email is being developed.)
4. Offer to each person on this list a one-year regular membership at 50% of the regular membership fee. This offer is equal to \$40 off the \$80 current regular 1-year membership rate. Include an offer expiration date of June 15, 2014, since the membership rate is set to increase on July 1, 2014.

5. Assessment plan: Each person on the list will be tagged so information can be gathered to determine how many join AMATYC and how many renew their memberships in subsequent years.

ATTACHMENT F**9.9.1 Procedure and Timeline for Development**

The intent to draft a position statement on an issue should be declared by a committee, affiliate or AMATYC member to the appropriate liaison officer. Before the statement becomes policy, the following sequence of events must occur. Each draft position statement should be accompanied by its cover sheet and should be prepared on paper containing the standard AMATYC watermark, header and footer, and line numbers. The cover sheet has two sides: the front containing the checklist and the contact information for the position statement initiator; the back containing the need, rationale, expected change, intended audience, and a summary of the proposed recommendations. Any time significant changes in the language of the position statement occur, extra editing should be included. Current AMATYC Position Statements are listed in the Appendix of the Policy and Procedures manual.

Add the following after the table in 9.9.1

Electronic Approval Option Timeline

ASPC 2014 Minutes	The initiator contacts a committee chair or a Board member concerning the proposed position statement. The committee chair or Board member will refer the initiator to the appropriate committee chair. The initiator, in conjunction with the appropriate committee chair, completes the cover sheet for the proposed position statement. An initial draft is attached to the document.
Any time	The chair sends the cover sheet and initial draft through the committee's Board liaison to the President for approval of the concept of the position statement. If approved, an electronic Input Hearing is scheduled.
After the electronic input hearing	The President sends the current draft to the AMATYC Editing Director for review
	The draft, after revision, is sent by the chair of the sponsoring committee to the Secretary for mailing to affiliate presidents, delegates, Board members, and academic committee chairs, as a part of the delegate packet.
	The current draft is included as part of the committee report of the sponsoring committee. The Board reviews the position statement by email ballot to ensure that its content matches the intended purpose as indicated on the back of the cover sheet.
	The current draft is distributed at the electronic Input Hearing and feedback is received from members. Following the Input Hearing, the position statement is revised by the initiator and the appropriate committee. A Final Hearing is scheduled for the upcoming annual conference.
	The chair sends the current draft to the President-Elect for e-mailing to affiliate presidents.
	The current draft is included as part of the committee report of the proposing committee. The Board reviews the position statement to ensure that its content matches the intended purpose as indicated on the back of the cover sheet. Any content comments should be conveyed to the chair by the committee liaison.
	The President sends the current draft to the AMATYC Editing Director for review
	The Editing Director returns the edited version to the President.
By September 1	The chair sends the current draft to the Secretary for mailing to affiliate presidents, delegates, Board members, and academic committee chairs as part of the delegate packet.
Fall Board Meeting	The current draft is included as part of the committee report of the sponsoring committee. The Board reviews the position statement to ensure that its content matches the intended purpose as indicated on the back of the cover sheet. The AMATYC Board can endorse the position statement in spirit or as published before it goes to the Delegate Assembly.
Annual Conference	The position statement is presented at the Final Hearing. Minor revisions are made, as necessary.
Annual Conference	The position statement is submitted for a vote at the Delegate Assembly. If the Delegate Assembly approves, the statement will then become AMATYC policy.
Prior to publication	Prior to posting on the web and publishing in the <i>AMATYC News</i> , the President sends the position statement to the Editing Director and through professional editing. After professional editing, the Editing Director will send file to the Publication Director for proper formatting, retention, and archiving before its file is sent to the Website Coordinator for posting.

[9. Academic Committees](#) > [9.9 Position Statements](#) > 9.9.2 Guidelines for Position Statements

9.9.2 Guidelines for Position Statements

[<FBM 2011>](#) The position statement should exhibit professional standards and should appear on the page in a manner pleasing to the eye, with appropriate use of boldface or italics.

1. When requesting approval of the concept of a position statement from the Board, the initiator should complete the using the electronic template that includes answers to these questions:
 - A. What need does the position statement address?
 - B. What is the rationale for the position statement?
 - C. What change do you hope to effect?
 - D. Who will implement the recommendations of the position statement?
 - E. Give a summary of the proposed recommendations.

The statement will begin with a clear, concise title which includes a by-line stating, "Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES."

Until formal approval by the Delegate Assembly is obtained, all copies of the position statement must be accompanied by its cover sheet and prepared using line numbers, and include the word DRAFT.

The first paragraph should be fairly short, stating the point of the position statement clearly and succinctly. Explain any terms that might be confusing.

Use bulleting for emphasis, use parallel phrase construction, and write for the intended audience(s).

The body should more fully develop the concise statement(s) of the position from the first paragraph. If appropriate to the subject of the position statement, the body of the statement should:

- . Provide rationale
- A. Place the statement in a larger context
- B. Reference appropriate studies, reports, or other relevant sources
- C. Point to the future (place this at the end)

The cover sheet will indicate the proposed dates for the Input and Final Hearings and use the following tracking checklist:

_____ Concept Approval by the AMATYC Board_(electronically or at an AMATYC Board Meeting)

_____ First Review by the AMATYC Editing Director (AMATYC President sends draft to Editing Director)

_____ Board Review (electronically or at an AMATYC Board Meeting)

_____Input Hearing (electronically or at the annual AMATYC conference; must be held at least one month prior to Final Hearing)

_____Second Review by AMATYC Editing Director(AMATYC President sends draft to Editing Director)

_____Board Review for Endorsement (electronically or at an AMATYC Board meeting)

_____Final Hearing

_____Delegate Assembly Approval

_____Professional Editing and Review by Editing Director(AMATYC President sends draft to Editing Director)

8. The approved position statement will show a date of adoption and committee of origin

ATTACHMENT G**12.2.1 Publication Policies**

The office staff prepares the initial layout and handles changes in spelling or grammar. Once the copy is finalized by the editor, the office handles the printing and mailing of the newsletter. The editor communicates any specific instructions to the office staff.

Production

1. The newsletter will be typeset using four-color (F2010).
2. The newsletter will be published four times a year according to the following production schedule. [<SBM 2009>](#) [<SBM 2012>](#)

Issue No.	Deadline for Submission	1st Draft	2nd Draft	Printers	Members Receive News
#1	November 27	December 7	December 15	December 23	February 1
#2	March 1	March 7	March 14	March 21	April 20
#3	June 1	June 15	June 22	July 1	August 1
#4	August 15	September 7	September 15	September 23	October 15

Proofing [<SBM 2008>](#)

The *AMATYC News* should be proofed before printing by the president, the president-elect, the secretary, the Board liaison, and at-large proofers chosen by the editor with help from the liaison.

The proofing schedule for the *AMATYC News* is:

1. For the first draft, the editor will proof and edit all articles submitted,

then send the edited copy to the publications director.

2. The first draft will be sent electronically to each proofreader and the editor on the day indicated on the production schedule. The first draft will also be sent electronically by the *AMATYC News* liaison to the Executive Board, website coordinator, executive director, and conference coordinator, executive director for informational purposes. Comments or corrections should be emailed to the *AMATYC News* liaison no later than 24 hours before the *AMATYC News* editing deadline. <SBM 2007>
3. Each proofreader is encouraged to check any website links, but the editor and the website coordinator are designated to check all website links.
 - a. If any proofreader finds references to websites that need to be attended to, the editor should be informed.
 - b. The editor will work with the appropriate persons/authors of articles to obtain the necessary information and work with the website coordinator to ensure that referenced links in the *AMATYC News* and the AMATYC website match and are active. To accomplish this task efficiently, the *AMATYC News* liaison will also collaborate with the editor and help when necessary.
4. The second draft will be sent electronically to each proofreader and the editor on the day indicated on the production schedule.
5. Proofreaders will submit their corrections to the editor at least two days prior to the date needed by the publications director (both drafts).
6. The editor will compile all corrections and send one marked copy to the publications director (both drafts).
7. The publications director will send electronically the pre-publication draft to the president.
8. The publications director will send electronically the post-printer copy

to the editor who will send this copy to the website coordinator. The website coordinator will review all references to the AMATYC website to ensure that the site is ready by the date that members receive their copy and immediately post the issue to the AMATYC website. website coordinator

Distribution

1. The newsletter should be mailed using third class delivery unless the timely nature of its contents makes first class delivery necessary.
2. Issue #1 will be sent in February of even-numbered years to members and prospective members. The following statement should be included in this issue, "This issue of the *AMATYC News*, highlighting professional development offerings and awards, is being mailed to AMATYC members as well as non-member mathematics educators who may be interested in joining AMATYC. Please visit www.amatyc.org for membership information."
3. All other issues will be mailed to members only.
4. The following persons should receive the *AMATYC News*: administrative officer of CBMS, executive directors of MAA, NCTM, and CBMS, and the associate executive director of MSEB. A sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
5. All issues of the *AMATYC News* will be placed on the AMATYC website upon publication. <[FBM 2010](#)>

12.2.2 AMATYC News Topic List

All Issues:

- Header information: AMATYC logo, ISBN number, volume and issue numbers

- Office address, website address, phone, and email
- President's column
- Deadlines for *News* issues and name and address of *News* editor
- Listing of upcoming AMATYC Conferences, national and regional, for the next four years
- Information on AMATYC electronic services and access
- Calendar of events, including affiliate meeting dates and locations
- "In Memory Of" as needed; AMATYC office to provide necessary information
- State/Affiliate news, as space permits
- Update on Washington, DC activities
- Important deadlines highlighted in one place
- Other articles to be placed in issues as appropriate:
 - New affiliate formation
 - Committee news other than routine business
 - Special Project Reports (e.g. Strategic Planning, *Crossroads*, grants, CML)
 - Regional conference articles
 - AMATYC Foundation

Issue #1: Articles due November 27 (receipt date: February 1)

- Conference report including Delegate Assembly votes and newly

approved position statements. If space restrictions prohibit the printing of position statements, newly approved statements may be posted on the website instead

- Summer Institute advertising for upcoming summer, including notice of cancellation policy
- Highlights of Fall Board Meeting
- Election results (article due in odd years)
- Article on ME Award winner (article due in even years)
- Article on TE Award winners (article due in odd years)
- Summer Institute advertising for upcoming summer
- Call for proposals for consulting professor

Issue #2: Articles due March 1 (receipt date: April 20)

- Committee reports
- Preliminary conference information
- Call for nominations for TE Award (even years)
- Call for nominations for ME Award (odd years)
- Call for nominations for Executive Board (even years)
- Clarification of non-voting status of institutional, adjunct, retired, and student members (odd years)

Issue #3: Articles due June 1 (receipt date: August 1)

- Highlights of Spring Board Meeting

- Conference information
- AMATYC membership form
- Student Mathematics League information
- Call for nominations for ME Award (odd years)
- Call for nominations for TE Award (even years)
- Call for nominations for Executive Board (even years)
- Encourage AMATYC members to vote in the election (odd years)
- Call for proposals for an AMATYC mini-grant

Issue #4: Articles due August 15 (receipt date: October 20)

- More conference information
- Summer Institute reports from previous summer
- Call for state delegates (in even years)
- Call for nominations for Executive Board (even years)
- Call for proposals for AMATYC research associate (ARA)
- Call for proposals for consulting professor

12.2.3 Newsletter Editor

Appointment Process

The editor is recommended by the president and appointed by the Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or nine votes. [<FBM 2007>](#)

General Duties

- Inform all AMATYC Board members, academic committee chairs, conference coordinator, and conference chairs of newsletter deadlines and copy guidelines (space, type, format, etc.) at least one month in advance of the submission deadline.
- Work with the office staff to prepare each issue of the newsletter.
- Coordinate the proofing of each draft of the newsletter.
- Be responsible for the content and final layout of the newsletter.

15.8 AMATYC NEWS Submission Guidelines

Periodically, but at least once a year, the editor of the *AMATYC News* shall send to the leadership of AMATYC detailed guidelines that are updated and adjusted with appropriate names and/or email addresses.

Deadlines

- The deadlines are November 27, March 1, June 1, and August 15.
- Make every effort to meet these deadlines. Late submissions make the job harder.
- The newsletter should be received by the membership about February 1, April 20, August 1, and October 21.

How to Submit

- Submissions, except for photos and graphics, can be embedded in an

email or sent as an email attachment (attachments are preferred). If you are using an attachment, please put your name in the document, i.e. "Submitted by (your name)."

- Submitting photos
 - The printer prefers photos as a .tif file, but .jpg is acceptable. Photos need to be 300 dpi or better.
 - Send photos separately, do not embed the photo in the article
 - Do not copy photos from a website; they do not have the sufficient quality
 - Every photo should have captions. People in the photos need to be identified, and release forms need to be submitted for each person in the picture.
- Submitting graphics
 - The graphic must be a file that is compatible with Illustrator, preferably .ai or .eps.
 - The publications director must be able to manipulate the file for size, color, and content.
- Please do not use the "fancy code" that Word has. The publications director uses Adobe InDesign and it does not always understand the coding. Sometimes the publications director has to retype the article because of the coding.
- When sending an attachment, be specific when naming the file, for example, "President Msg Feb13," "Statistics Committee Feb13," or "NW News Feb13." Do not name your file "amatycnews" or any other generic name.
- Send submissions to
 - amatycnews@amatyc.org (this automatically sends the email to the editor and board liaison)
 - Christine Shott - cshott@amatyc.org
 - It is important that you send your submissions to all of the emails. This system is used to double check that your article has been received.

Editing

1. Please read, edit, and spell-check your articles.
2. Please compare calendar submissions against old newsletters. If information has changed from a prior submission, please let the editor know this.

3. Use abbreviations: CC for Community College, Univ for University, Col for College, CTC for Community and Technical College, correct affiliate abbreviations, and standard two-letter state abbreviations.
4. Omit professional titles such Dr. or Prof. or even Mr. or Mrs.
5. Articles should be written in the third person. (The reader does not know who "I," "we," "us," or "our" is.) The editor can decide to allow an article to be written in first person if it is appropriate for the article.
6. Titles are capitalized only as a title in front of the name. For example, use President Nancy Sattler, or Nancy Sattler, president. The only time The President is used is in reference to the President Of The United States.
7. When using acronyms give the long name first then put the acronym in parentheses, such as "National Science Foundation (NSF)," then use the acronym throughout the rest of the article.
8. Refrain from using commercial names and products in articles, such as textbooks, companies, software, calculators, etc.
9. The language of the Internet is still evolving. Use the currently acceptable language.
10. To be a little more up-to-date, use dots for phone numbers (1.800.555.1212).
11. Do not use http in a web address with www, i.e. do not use <http://www.amatyc.org>, use www.amatyc.org.
12. When referring to the AMATYC Conference, use one of the following:
 1. 2004 AMATYC Annual Conference
 2. AMATYC Annual Conference
 3. 30th Annual AMATYC conference
 4. 2004 AMATYC Annual Conference in Orlando
 5. AMATYC Annual Conference in Orlando
 6. 30th Annual AMATYC conference in Orlando
13. Do not rehash old articles - write new articles to keep them fresh.

Some common mistakes that are seen.

- Do not capitalize seasons unless they are part of a title.
- Periods and commas always go inside quotation marks, colons and semicolons always go outside quotation marks, question marks and exclamation go inside only if they are part of the quote.

- Two letter acronyms use periods (U.S. or D.C.), three or more letter acronyms do not use periods (USA, AMATYC).
- When listing three or more items using "and" or "or," use a comma before the conjunction. (Moe, Larry, and Curly fell in the pool.)

For Vice Presidents

1. The Calendar of Events is for meeting notices. Meeting notices must contain the following information in order to be included in the calendar: Dates, What, Where, Contact Information
2. Only AMATYC and AMATYC affiliate meetings are included in the Calendar. Related meetings can be posted on the website.
3. When an affiliate elects a new president, let AMATYC know if that person takes office immediately or at some future date. Also, please notify the AMATYC secretary and Beverly Vance (bvance@amatyc.org) of any affiliate changes.
4. The schedule for the Focus on Affiliates is (a VP can elect to allocate their Focus on Affiliate to another region if they choose because their affiliates have all been spotlighted while other affiliates in other regions have not been):
 - January even years: Central Region
 - April even years: Mid-Atlantic Region
 - August even years: Midwest Region
 - October even years: Northeast Region
 - January odd years: Northwest Region
 - April odd years: Southeast Region
 - August odd years: Southwest Region
 - October odd years: West Region
5. Guidelines for Focus on Affiliates are:

Here are some suggestions of what the affiliates can write in their article focusing on them

 - What activities are they doing in their affiliate, such as conferences, speaker's bureaus, contest?
 - How do they increase their membership?
 - What is the structure of a conference?
 - Do they charge a fee?
 - Is it a one day or two day conference?
 - What time of year is the conference?

- o Is it in conjunction with any other associations?
- o Do they have a keynote speaker?
- o Where do they find the keynote speaker?
- What methods do they use to stay in touch with members?
- Are they proposing any changes to their affiliate?
- How do they elect officers?

There are some things that may not be as interesting to focus on. Here is a partial list to give some examples.

- Who is now the president?
- Where was their last conference and how many people attended?

The VPs will be given the opportunity to proof the 1st draft of the newsletter. Please proof any articles that pertain to you, such as Focus on Affiliate or a committee article which you are liaison. Please review calendar submissions carefully.

The AMATYC Executive Board directs the AMATYC *News* editor to review the Focus on Affiliate schedule and determine whether a revision is warranted to accommodate differences in the number of affiliates in each region. Should the AMATYC *News* editor determine that a revision is warranted, the editor will coordinate with their Executive Board Liaison to submit a motion to the AMATYC Executive Board. <FBM 2013>

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ATTACHMENT H

Reciprocity Agreement

THIS AGREEMENT made the ___day of ___January___, 2014, by and between TODOS: Mathematics for All hereinafter called TODOS and the American Mathematical Association of Two-Year Colleges hereinafter called AMATYC.

WITNESSETH that TODOS and AMATYC for the considerations named agree as follows:

Scope of Reciprocity

TODOS and AMATYC agree to the following reciprocity of services (indicate all that mutually apply):

- A. Exchange mailing lists and labels;
- B. May provide financial support for a representative of one’s own organization to attend the annual conference or meeting of the reciprocating organization;
- C. Provide a minimum of one-half page space in the reciprocating organization’s newsletter once per year and in the annual conference program brochure.
- D. Provide one basic fee waiver for an officer of the reciprocating organization’s annual conference;
- E. Provide a guaranteed concurrent session at the reciprocating organization’s annual conference;
- F. Provide one complimentary exhibit hall booth or table at the reciprocating organization’s annual conference, if any;
- G. Schedule a meeting for the officers or Executive Boards of the reciprocating organizations;
- H. Print articles from the reciprocating organization in respective publications;
- I. Establish website link with reciprocating organization;
- J. Transmit electronic announcements up to twice per year to reciprocating organization’s membership;
- K. Recognize official representative of reciprocating organization at major conference function.

TODOS

AMATYC



TODOS President

AMATYC President