

ArizMATYC Business Meeting  
Fall 2015  
Friday, October 9, 2015  
Mesa Community College

**Attendees:** Brian Beaudrie, Eli Blake, Barbara Boschmans, Melissa Laliberte Bouey, Anne Dudley (via Google Hangout), Dave Graser, Jennifer Jameson, Ana Jiménez, Kate Kozak, Daphne Rossiter, April Strom, and Laura Watkins.

1. Approval of Minutes [[Spring 2015 Minutes](#)]
  - a. Approved.
2. Conference Report - Daphne Rossiter
  - a. The day went well, good help from the department. Thank you. Some links in the plan online might not be working. Issue with getting Daphne's emails when she uses the listserv. Dave Graser can add emails to the google listserv. April Strom to update the membership list from today's sign-ins, then will share with Dave so he can add emails to the listserv. Kate Kozak suggests that we update the conference guidelines to give an hour for conference reports. Jennifer Jameson reminded everyone that only the lead ATF person from each college does NOT have to pay for the conference.
3. President Report - Ana Jiménez
  - a. Affiliate Scholarship: Luis Martinez
    - i. There was only one nomination. Unanimous vote for Luis. He is coming to the AMATYC conference in New Orleans and has made his travel arrangements.
  - b. [Student Scholarship](#)
    - i. Ana emailed out about this. Kate Kozak put a name forward, but realized this student was not a current student. Ana mentioned we have 2 names so far. There was discussion about whether we could count math-related majors, in addition to math majors. Ana Jiménez will send an email to clarify that the scholarship is for math **or math-related fields**.
  - c. SML Award
    - i. Thank you to Jennifer for making sure this happened. Anne Dudley confirmed there was a period of a few years where the SML was not awarded, but we are back on track now.
4. Treasurer Report - Jennifer Jameson & Anne Dudley
  - i. Jennifer Jameson provided a report to all attendees, reporting an update from the last conference. We made \$583.22 from the spring 2015 conference. We are down a little with funds, but we'll be up again after the next conference.

Today, we are down +~\$200 because expenses had not been given to Daphne Rossiter at the time on the report, but those expenses have now been paid. Jennifer asked for feedback from the attendees on the report. Dave Graser reported that he likes seeing the 2 balances reported. Jennifer reported that the only expense between now and the next conference is \$500, so Jennifer feels we should be okay financially. Dave asked if other affiliates give a donation to Project ACCESS. The response was no. If we need to, we can revisit expenditures for future. We recently paid \$75 for tax consultation re: non-profit status. We received an email with the steps that we would need to go through to become a non-profit. We had voted for \$200 for this expense, so the \$75 was less than what we had approved.

5. Secretary Report - Kristina Burch

- i. Kristina was unable to be at the conference, so no secretary report at this time. April Strom took the meeting minutes.

6. Historian Report - David and Anne Dudley

a. Photographs

- i. David has been taking great pictures of past conferences, but he hasn't shared them with us. Ana Jiménez needs David to send the pictures to Dave Graser so he can put up on the website for us.

7. Webmaster Report - Dave Graser

- i. We have a date for the spring 2016 meeting (April 8-9). He asked about whether ArizMATYC should put up a conference registration form, given that this is a joint conference. Dave suggests we do one registration and attendees check which organization they are from (ArizMATYC, MAA, and/or AATM). Brian Beaudrie (from NAU) stated that they charge more for Math in the Mountains attendees, than we do for ArizMATYC. Ana Jiménez suggests that participants pay different prices for each day – one charge for Friday, one for Saturday. Brian said that Math in the Mountains sessions will be held on Saturday morning. ArizMATYC typically provides breakfast, lunch, and banquet for Friday, then breakfast and lunch for Saturday. April Strom stated that the vendors provided funding for their booths, which helps to offset the cost of food. Ana suggest that the NAU folks create a budget first. Vendors liked being in the commons area. Barbara Boschmans brought up the issue of the PO challenge for AATM members as ArizMATYC doesn't have a process for accepting POs. After some discussion, we decided to keep the registration in one place (ArizMATYC will host). Dave can make some modifications to accept POs for AATM members. Jennifer will be able to process invoices for

payment after the conference. We need to figure out what to charge for, how much to charge, the price of the banquet, etc. We should also allow guests to attend the banquet, but we need to charge for this. Dave inquired if he should be the person to accept proposals for the conference. Brian agreed this should work. Dave will work on putting up a page this week (or soon!) to get information out there on the conference. Jennifer asked if there could be a vendor registration page for future conference to help keep track of which vendors would attend the conference. Dave asked that we work with vendors to figure out what we will charge them for a table; Ana suggested we charge a fee for the table per day. Dave asked if there was a site that lists the contacts for various things that need to be done (for example, who gets the AATM proposals, etc.).

8. Membership Report - April Ström

i. This item was omitted from the discussion due to time limitations.

9. Old Business – These items were omitted from the discussion due to time limitations.

a. Recommendations for future meetings [from 2009]:

- i. Ask members to bring someone with them to the next meeting
- ii. Survey what people liked about these meetings in years past

b. AMATYC Conference 2015 - New Orleans

- i. Hospitality \$100
- ii. Delegates
  1. Two State Delegates - two members of ArizMATYC
  2. Two Affiliate Delegates - the President (Ana Jimenez) and President-Elect (April Ström)
- iii. ACCCESS Donation
- iv. AMATYC Conference Scholarship

c.

10. New Business

a. Non-Profit Status

- i. Estimated time commitment for paperwork
- ii. Estimated cost
- iii. The price for the attorney to set up the non-profit is \$1900 (Kate has a contact). ArizMATYC used to be set-up as a non-profit, but records for this cannot be located. We must have been purged. The advantage of being a non-profit is that we can use a postcard for taxes (easy!). We are not doing tax returns right now, which is an issue. Kate Kozak has a CPA contact, Chris Talley, who has experienced with non-profit status and has

set-up non-profits for Kate's son's elementary school PTA. **Motion: Ana moves to hire Chris Talley, CPA, to set up ArizMATYC as a non-profit. All approved.**

b. Refunds

- i. We discussed in an earlier meeting that we shouldn't do refunds, but Jennifer said that it's not that hard. It costs \$0.30 per refund. We will move forward with providing refunds as long as there's not a bunch to process. Typically, we get a couple of refund requests per year. No vote was taken.

c. Constitution/Bylaws Changes

- i. Election via 'mail'. Ana Jimenez emailed ArizMATYC membership about the suggested working modification to the constitution/bylaws. **Motion: Change the word "mail" to "electronic". All approved.**
- ii. Quorum numbers: Currently, we have been voting without a quorum based on the constitution/bylaw wording. **Motion: Redefine a quorum to be defined as a majority of the executive board. All approved.**

d. Project ERNIE: - This item was omitted from the discussion due to time limitations.

- i. In 2008, NYSMATYC created a new program titled Enhancing Relationships to Nurture and Inspire Educators: Project ERNIE. The purpose of the program is to help integrate new two year college faculty into teaching mathematics at community colleges and to be members of NYSMATYC. Participants of Project Ernie are expected to attend several targeted sessions at the annual conference and participate in general conference activities when not in their own sessions. Cohorts are expected to communicate with each other during the year and periodically share professional development activities with the group.  
For each of the Project ERNIE participants, NYSMATYC will provide an allowance covering a) the registration fee for the annual conference in April, b) one year's paid membership to NYSMATYC, and c) up to \$100 of reimbursable expenses.

There is an expectation that the home campus of each participant will provide support, specifically: a) to release participants from teaching responsibilities to attend the annual conference by noon on Friday, and b) to help financially support the member's attendance at this conference. All applicants are asked to submit an application, a brief vita, and a letter of support from his/her college.

## 1. Future Meetings

- a. Spring 2016 - April 8/9 - NAU (with MAA & AATM) [contact: [Shannon Guerrero](#)]
- b. Fall 2016 - October 14 - Glendale CC [contact: Laura Watkins]
- c. Spring 2017 – Grand Canyon University (Ben VanDerLinden)
- d. Fall 2017 – Arizona Western College (Cheng)

## **Deliverables:**

1. April: Update the membership list from conference sign-ins, then will share with Dave.
2. Dave: Use membership list to add missing emails to the listserv.
3. Ana: Update the conference guidelines to give an hour for conference reports.
4. April: Send conference numbers to Daphne and ArizMATYC Executive Committee (number signed in).
5. Ana: Send an email to clarify that the student scholarship is for math or math-related fields.
6. David Dudley: Send conference pictures to Dave to post on ArizMATYC website. Ana to remind David if not completed by April 2016.
7. Ana: Contact Ben VanDerLinden to discuss GCU hosted conference in Spring 2017.
8. Ana: Update constitution/bylaws to reflect the 2 changes approved at the meeting.