

## MINUTES

### AMS-MAA JOINT MEETINGS COMMITTEE

**7:30 a.m., Monday, January 8, 2007  
Lafayette Suite, New Orleans Marriott  
New Orleans, Louisiana**

The chair for 2007 is the MAA Associate Secretary, James J. Tattersall.

Present were: Robert J. Daverman, John H. Ewing, Diane Saxe, Tina H. Straley, and James J. Tattersall.

Also present were Martha J. Siegel (MAA Secretary) Michael J. Pearson (MAA Associate Executive Director), Ellen J. Maycock (AMS Associate Executive Director), Michel L. Lapidus (AMS Associate Secretary), Diane Saxe (Director of Meetings), Donna Salter (AMS Meetings Supervisor), and Carolyn Marshall (AMS staff support).

\*\*\*\*\* indicates that this item has fiscal implications.

The following documents were attached for information: (a) a calendar of future joint meetings, (b) attendance figures for past January meetings and attendance by size of meeting, (c) Geographical data on JMM participants, (d) AMS & MAA Session/Speaker Counts/Abstracts.

### OPEN SESSION

#### I. January 5-8, 2007, New Orleans, Louisiana

##### A. Scientific Program

1. AMS Scientific Program. Daverman reported on the AMS portion of the scientific program and reported that everything ran smoothly with very little complaints.
2. MAA Scientific Program. Tattersall reported that the MAA portion of the scientific program was good and not stressful.

##### B. Registration Statistics

1. Pre-registrations Received as of December 6, 2006. As of December 6, 2006, there were 4,322 total registrations.
2. Mathematician Pre-registrations received as of December 6, 2006. As of December 6, 2006, there were 3,694 mathematicians who preregistered.

In comparison, for San Antonio, 3,419 mathematicians had preregistered by December 6, 2005; for Atlanta, 3,293 mathematicians had preregistered by December 6, 2004.

3. On-site Registration. Salter stated that there were 466 on-site registrations including guests. In comparison, for San Antonio there were 534 registrations onsite; for Atlanta there were 584 registrations onsite.
4. Registration Fee Waivers and Reductions. A list of waivers and reductions was attached.

**C. Mailing of Badges and Programs.** Of the 3209 mathematicians who were eligible, a total of 2891 opted to receive their badges and programs by mail in advance of the meeting (90%).

**D. Questionnaire.** Attached was a copy of the questionnaire distributed to participants at this meeting. Salter reported that 308 questionnaires had been returned to date. For final count comparison purposes 508 were returned for Atlanta and 598 for Phoenix. Suggestions from the committee on topics for future questionnaires are welcome.

**ACTION ITEM:** A final report on the New Orleans questionnaire will be presented at the JMC summer meeting.

**E. Comments and/or Complaints.** Salter reported on entries from the Comments and Complaints Log at the registration desk. She reported that participants had many comments and complaints about wireless. They also requested ways to have the program available to download.

**ACTION ITEM:** Saxe will check into the possibility of having the program downloadable.

#### **F. Participant Services.**

Committee Schedules by Email. Individual committee schedules for the New Orleans meetings were sent by email. As of December 6, 2006, there were 84 meetings scheduled (13 AMS, 8 Joint, 57 MAA, 2 other and 4 ad hoc groups) with 87 time slots used. As compared to San Antonio, there were 89 meetings scheduled (14 AMS, 7 Joint, 55 MAA, 3 other and 10 MAA adhoc groups) with 99 timeslots used.

## **II. SAN DIEGO, CALIFORNIA, JANUARY 6-9, 2008 (Sun-Wed) (Lapidus/Tattersall)**

### **A. JMM Program**

1. AMS Scientific Program. Lapidus reported that the request for proposals for AMS Special Sessions is on the web and the deadline to submit is April 2, 2007. The abstract deadline for the 2008 JMM San Diego is September 20, 2007.
2. MAA Scientific Program. Tattersall reported on the plans of the MAA scientific program.

**ACTION ITEM:** There will be a Retiring Presidential Address for the AMS and MAA at the 2008 JMM.

**B. Meeting Announcements in *Focus*, *Notices*, and on the Web.** The first announcement will appear in the October issues of *Focus* and *Notices*, and the Web version will appear in September. The deadline for all information for the October issue is July 3, 2007.

**C. Room Blocks/Rates.** The following are the estimated rates for the San Diego Marriott Hotel. Rates will be confirmed for the summer JMC meeting.

Marriott	\$168.00	single/double cityview
	\$196.00	single/double bayview

Student rooms will represent 10% of the hotel block.

Penny Pina visited San Diego in October. The hotel overflow report will be in the summer JMC meeting agenda.

**D. Pre-Con Visit.** There will be a pre-con visit to San Diego on February 21, 2007.

***END OF OPEN SESSION***

***10 MINUTE BREAK***

### III. EXECUTIVE SESSION

#### A. San Diego California, (continued)

1. Duties of the Executive Directors. The following items will need to be completed over the next several months in accordance with the Joint Meetings Contract. The AMS Director of Meetings and Conferences will be reminding the Executive Directors that they are due.
  - a. Exchange of Certificates of Insurance.
  - b. Approve rates for advertising in the program.
  - c. Approve hourly rates for MCD and other AMS departments to include the indirect costs.
  - d. Approve exhibit fees.
  - e. Designate recipients of registration lists.
  - f. Decide on special promotions and costs.
  
2. Block Schedule. A standard block schedule reflecting the current status of the San Diego program was attached for review. In July 2006, the standard block schedule was amended and approved as follows:
  - The MAA Invited Address will be at 9:00 a.m. on day 2.
  - The AWM Noether Lecture will be at 10:00 a.m. on day 2.
  - The Current Events Bulletin will permanently be on the block schedule from 1:00 p.m. to 6:00 p.m. on day 3.
  
3. Status Report. Contracts with the Marriott Hotel and San Diego Convention Center were signed in August 2002. In May of 2005, the JMM added three additional meeting rooms in the Marriott for the MAA mini courses. This will provide three additional rooms at the Convention Center for scientific sessions.

If needed there are additional meeting rooms available on the new side of the San Diego Convention Center.

**ACTION ITEM:** The AMS will be adding four additional meeting rooms for special sessions at the San Diego Convention Center.

### IV. FUTURE LOCATIONS

#### A. January 7-10, 2009, Wed.-Sat., Washington, D.C. (Sibner/Tattersall)

1. Status Report. Saxe reported that the owner of the Wardman hotel had decided not to convert the 200 hotel rooms into condominiums. Saxe reported that there is still new meeting space in addition to what was negotiated in the contract.
  
2. Civil Rights Legislation. Letters were sent to the Governor of Maryland, the Mayor of Washington and the Washington Convention and Visitors Bureau in May 2004 and June 2005. A response was received from the Governor.

**B. January 6-9, 2010, Wed.-Sat., San Francisco, CA (Miller/Tattersall)**

1. Status Report . There are no changes.
2. Civil Rights Legislation. Letters were sent to the Governor of California, the Mayor of San Francisco and the San Francisco Convention and Visitors Bureau in May 2004. No response had been received.

**C. January 5-8, 2011, Wed.-Sat., New Orleans, LA (Friedlander/Tattersall)**

1. Status Report. The Sheraton had given the JMM an extension on the 2011 cancellation notice until the day of the JMC meeting, January 8, 2007. The JMC discussed this at the meeting. Saxe reported that there was space available at the JW Marriott that can be used for the mini courses so that the exhibit area can expand with 20-30 more exhibits.

**ACTION ITEM:** The JMC decided to continue with the 2011 New Orleans contracts and that it was important to return to the city.

Saxe will look at the location for the poster sessions at all future sites. Further discussions on the number of posters that fit into each site will be discussed at the summer meeting.

2. Civil Rights Legislation. Letters were sent to the Governor of Louisiana, the Mayor of New Orleans and the New Orleans Metropolitan Convention and Visitors Bureau in May 2004. A response was received from the Governor and the New Orleans Metropolitan Convention and Visitors Bureau.

**D. January 4-7, 2012, Wed.-Sat., Boston, MA (Lapidus/Tattersall)**

1. Status Report. Contracts for the Hynes Convention Center and the Marriott and Sheraton Hotels were signed in August 2005. There is no change.

**E. January 9-12, 2013, Wed.-Sat., San Diego, CA (Sibner/Tattersall)**

1. Status Report. Contracts for the San Diego Convention Center and the San Diego Marriott Hotel were signed in September 2005. Three additional meeting rooms were picked up at the Marriott to be used as needed. Four additional rooms on the new side will be looked at during the site visit for AMS special sessions.

**F. January 15-18, 2014, Wed.-Sat., Baltimore, MD (Miller/Tattersall)**Status Report.

At the January 2006 JMC meeting the JMC agreed to go to Baltimore for the 2014 meeting based on final contract negotiations. The Baltimore Convention Center will be used for the scientific sessions. An agreement had been signed with the Baltimore Convention and Visitors Bureau for the Baltimore Convention Center.

The Baltimore Convention Center had asked the JMM to move their dates as noted above and they would then keep the Baltimore Convention Center 2014 rate at the 2006 rate. The JMC agreed to this.

The Hilton and Marriott hotels will be co-headquarters. We also have overflow contracts with the Marriott properties. This was agreed to based upon the Marriott hotels committing to the lower rate. The hotel rates will not change.

Saxe reported that the dates of the meeting will move one week. The first day of the meeting will be January 15. The hotel rates will be at a maximum of \$176.00.

#### **G. January 10-13, 2015, Sat-Tues., San Antonio, TX (Friedlander/Tattersall)**

##### Status Report.

At the January 2006 JMC meeting, the JMC agreed to go to San Antonio for the 2015 meeting based on final contract negotiations. The San Antonio Convention Center will be used for the Scientific Sessions. An Agreement has been signed with the San Antonio Convention and Visitors Bureau for the San Antonio Convention Center. Additional meeting rooms have been booked with the Convention Center.

The headquarters hotel is still up for discussion, as the Marriott needs to provide an outline of what space they will provide for the JMM in both hotels and the Hyatt has agreed on a rate comparable to the Marriott.

Saxe reported that no contracts have been signed but a letter of intent was signed and that the headquarters hotels had not yet been decided. It would be between Marriott and Hyatt.

#### **H. Future Sites**

Future sites will be discussed at the Summer 2007 JMC meeting. Saxe asked if there were any locations the JMC would like to check, such as Salt Lake City, Atlanta and Phoenix? The sites for 2000 to 2014 was attached.

### **V. OLD BUSINESS**

#### **A. Minutes**

1. Approval of July 2006 Minutes: The minutes of the JMC meeting held July 17, 2006, in Providence, RI had been distributed separately and formal approval of minutes was requested.

**ACTION ITEM:** The minutes of the JMC meeting held on July 17, 2006 were formally approved.

2. Business by Email. Email ballots #1-2007 through # 3-2007 was approved by the JMC.

- a. Email Ballot #1-2007: Art Exhibit Special Presentation. On May 3, 2006, the JMC approved a special presentation by Arthur Silverman at the art exhibit.
- b. Email Ballot #2-2007: Registration fee New Orleans. On May 23, 2006, the JMC approved the rate of \$208 for the Pre Registration member fee for the 2007 JMM meeting.

## B. Other Organizations

Organizations approved by the DOMC for New Orleans. A list of organizations approved by the DOMC was attached.

## C. Revenue Reports

### 1. Exhibits Revenue

- a. As of December 6, 2006 revenue from exhibits totaled \$176,940.00. A report on exhibit sales was attached and also reflected that there were eight new exhibitors in 2006, noted by the \*\*. Joint Books and Journals exhibit revenue as of that same date was \$928.00. The total gross revenue from this project was \$177,868.00 versus \$186,944.00 budgeted. A list of free or discounted booths and/or tables granted was attached.
- b. It should be noted that the exhibits revenue for this year included revenue from the AMS and MAA booths in the amount of \$35,520.00 so the total revenue for comparative purposes was \$176,940.00. Total exhibits revenue in San Antonio (not including the AMS and MAA booths) was \$139,610.00; in Phoenix (not including the AMS and MAA booths) it was \$131,649.50.

The exhibitors who exhibited in 2006 who did not exhibit in 2007 were:

BPP Professional	Totes Plus
Hewlett Packard	Wholemovement Geometry
M. Folz	Wood Mobius
Morton's Semi Precious	Zinka Press
Numerical Math Consortium	Zubal Books

### 2. Advertising Revenue

- a. Advertising in the Program. A total of \$23,766.00 was budgeted for advertising revenue from the program. As of December 1, 2006 the anticipated revenues totaled \$21, 676.00.

The exhibitors who advertised in 2006 but did not advertise in 2007 are:

Casio  
Houghton Mifflin  
Taylor and Francis  
W. H. Freeman

- b. Badge and Program Mailing. A total of \$5,382.00 was budgeted for flyers for the badge and program mailing. Eight exhibitors and others paid for flyers in the badge and program mailing for total revenues of \$4,784.00 A report on the contents of the mailing was attached.
- c. Newsletter. A total of \$900.00 was budgeted for advertising in the newsletter. As of December 1, 2006, the anticipated revenues totaled \$200.00.
3. JMM Sponsorship Program. A total of \$10,000.00 was budgeted for sponsorships. Four exhibitors paid for Sponsorships for a total of \$12,000.00.
- MacKichan Software paid \$1,500.00 for half sponsorship of JMM pocket planner
  - Springer paid \$4,440.00 for half sponsorship of the email lab and \$2,000.00 for the Graduate Student Reception
  - Taylor & Francis paid \$2,060.00 for JMM registration bags
  - W.H. Freeman & Co paid \$2,000.00 for JMM notepads

For comparison there was \$19,810.00 in revenue for San Antonio with seven exhibitors.

4. Miscellaneous Revenue

- a. Mailing Lists. A total of \$644.95 was paid for mailing lists in advance of the meeting. Report of mailing lists sold for this meeting was attached.
- b. Room Rental. Seven commercial groups paid a total of \$3,250.00 to use JMM meeting space in the hotel.
5. Raffle and T-shirt Sale. Saxe reported that the raffle and the t-shirt sale raised \$8,700. Saxe stated that we could sell the JMM t-shirts next year, and we could donate the the money to Project Next and Epsilon.

**ACTION ITEM:** The selling of JMM t-shirts at the 2008 JMM will be put on the agenda and discussed at the summer JMC meeting

**D. Exhibits**

1. Exhibits Advisory Subcommittee in New Orleans. The Chair of this subcommittee alternates yearly between the AMS Secretary and the MAA Associate Secretary. The AMS Secretary was the Chair this year. The subcommittee met earlier in the week. Daverman gave an oral report including reporting on the ideas discussed at previous JMC meetings and presented at the exhibitor meeting.
- a. Comments on keeping the exhibits open on day 4 until 1:00 pm.
  - b. Report on the additional promo for exhibitor events.
  - c. Coffee comments



Daverman reported that the exhibitors will continue the experiment of keeping the exhibits open on day 4 until 1:00 pm for one more year. Exhibitors gave useful feedback on how participant profiles are used to sell them on why they should exhibit. Saxe reported that she ordered additional coffee.

Daverman also reported that the exhibitors liked that the exhibitor events were listed in the program and registration mailing.

#### **E. Four-Year JMM Budget Projections**

1. New Orleans Financial Report. The most up to date projections for New Orleans was attached.
2. Budget Projections. The JMC budget projections attached reflected San Antonio 2006 and New Orleans 2007 projected budget as of November 2006 and two years of future preliminary projections for San Diego 2008 and Washington 2009. Both sets of future projections reflected the most up to date information known. Those projections will be revised again in the Spring before the AMS and MAA receive the final budget.

**ACTION ITEM:** The JMC will discuss at the summer meeting whether or not to add an administrative fee to the hotel rate to help cover the cost of the San Diego Convention Center.

3. Registration Rates for Other Categories. The JMC had agreed to raise the registration rate for High School students from US \$2.00 in 2006 to US \$5.00 in 2009 at a dollar a year.

**ACTION ITEM:** The JMC approved raising the registration for High School students directly to US \$5.00 for 2008.

**F. Math on the Web.** The Math on the Web consortium was again offered two spaces in the exhibit area. The DOMC reported that this was very successful.

**G. ADA Compliance.** The DOMC will continue to keep monies in the budget for future requests. There have been no requests in the last few years.

**H. Child Care at the JMM in New Orleans and in San Diego.** The DOMC reported on the child care for New Orleans. The child care income from increasing the rates will be reported at the summer meeting. The JMC discussed child care for the San Diego JMM.

Saxe reported that New Orleans had an increase in the number of children attending daycare and it was a huge success.

**ACTION ITEM:** Child Care will be offered in San Diego.

## **I. Civil Rights Legislation**

The JMC had asked that there be a discussion on whether or not to keep the civil rights letters in as part of the JMM contracts. At the January 2002 meeting this issue was discussed and the following action was approved:

Saxe recommended that the JMC continue to ask the cities about their civil rights status and to include the contingency clause in the hotel contracts, but that the DOMC has the flexibility to drop the contingency clause for a particular hotel if that hotel will not agree to it.

In 2002, the action item was: The committee approved this recommendation.

**ACTION ITEM:** The JMC agreed to leave the 2002 recommendation as is for putting the Civil Rights Legislation requirement into the hotel contracts.

## **J. Report on July 2006 Action Items**

1. Student Activities. At the request of the JMC the meetings department put JMM student activities on the web and in the registration mailing. The JMC reported that they liked the format.
2. The JMC asked that the presenter registration statistics be put in the JMC agenda. This will be in the JMC summer meeting agenda.
3. JMM Crisis Continuity Plan. The plan will be discussed at the summer meeting.
4. Emergency Telephone Card. The JMC was supplied with the card listing important telephone numbers in case of an emergency.
5. JMM Program will be discussed at the summer meeting.

## **VI. NEW BUSINESS**

- A.** Tattersall had asked that the JMC discuss the growth of the JMM and what this means in regards to sessions, social events, committee meetings, abstracts, space, rooms, etc.

**ACTION ITEM:** Growth of the JMM will be discussed at the summer JMC meeting.

- B.** Selling of any kind outside the exhibit hall. Saxe asked for a formal policy for vendors wanting to sell outside the exhibit hall. An example is when a publisher asks for a table in a room where one of his writers is presenting.

**ACTION ITEM:** The JMC agreed that there should not be selling of any exhibit type product outside of the exhibit hall.

- C.** LCD's at the JMM. Jim Tattersall proposed that the JMM budget pay for 14 LCD's

(7 for MAA and 7 for AMS.) The AMS used between 10-14 LCD's. The MAA used 7 LCD's.

Right now, the policy is: The Joint Meeting pays for audio visual for its events, the AMS and MAA pay for their own AV.

The proposed policy is: the Joint Meeting pays for its events and some of the AMS and MAA events, and the AMS and MAA pay for the rest.

A breakdown of the AV and costs for the New Orleans meeting was distributed.

**ACTION ITEMS:** The JMC will discuss audio visual and internet costs at the summer JMC meeting.

The policy of the MAA and AMS paying their own audio visual rather than the JMM budget paying for all the audio visual will continue for the future.

**Item not on agenda:**

**D.** Number of Undergraduate and Graduate Students at the meeting.

**ACTION ITEM:** The JMC approved the DOMC doing a survey of undergraduate and graduate students that attend the meeting.

**VII. DATES AND LOCATIONS OF FUTURE JMC MEETINGS**

**A. Summer 2007**

The JMC was asked if they wished to meet this summer. If yes, the DOMC will look into dates for 2007. The JMC was asked if they wanted to meet in Washington DC.

**ACTION ITEM:** The JMC agreed to meet in Providence in the summer of 2007. A day and time for the meeting will be decided.

**B. San Diego, CA**

The committee will meet Wednesday, January 9, 2008, at 7:30 a.m. in San Diego, CA.

**VIII. FOR INFORMATION ONLY**

**Committee Membership**

For the convenience of the committee, a current list of committee members, guests and staff, including addresses and other contact information, was attached.