

MINUTES

AMS-MAA JOINT MEETINGS COMMITTEE

**7:30 a.m., Wednesday, January 9, 2008
Encinitas Room, San Diego Marriott
San Diego, California**

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

Also present were Martha J. Siegel (MAA Secretary) Michael Pearson (MAA Associate Executive Director), Gerard Venema (MAA Associate Secretary elect), Ellen J. Maycock (AMS Associate Executive Director), Michel L. Lapidus (AMS Associate Secretary), Donna Salter (AMS Meetings Supervisor), Penny Pina (AMS Exhibits Manager), Bernard Russo (AMS) and Carolyn Marshall (AMS staff support).

The chair for 2008 is the AMS Secretary, Robert J. Daverman.

***** 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. (**Attachment #1**)

OPEN SESSION

I. January 6-9, 2009, San Diego, California

A. Scientific Program

1. AMS Scientific Program. Lapidus reported on the AMS portion of the scientific program. There were 45 special sessions. Everything ran smoothly with no problems.
2. MAA Scientific Program. Tattersall reported on the MAA portion of the scientific program. There were fewer panels; the MAA gave space to the AMS. Films were well attended. The Grad Student Fair had 46 schools that participated and over 300 students that visited.

B. Registration Statistics

1. Pre-registrations received as of December 5, 2007. As of December 5, 2007, there were 4,290 total registrations.
2. Mathematician Pre-registrations received as of December 5, 2007. As of December 5, 2007, there were 3,684 mathematicians who preregistered.

In comparison, for New Orleans, 3694 mathematicians had preregistered by December 6, 2006; for San Antonio, 3,419 mathematicians had preregistered by December 6, 2005.

3. On-site Registration. Salter stated that there were 593 onsite registrations. In comparison, for New Orleans, there were 539 registrations onsite; for San Antonio there were 588 registrations onsite.
4. Registration Fee Waivers and Reductions. A list of waivers and reductions was attached. (**Attachment #2**)

C. Mailing of Badges and Programs. Of the 3237 mathematicians who were eligible, a total of 1741 opted to receive their badges and programs by mail in advance of the meeting (54%).

ACTION ITEM: The JMC agreed to have staff review the procedures of the mailing of the badges and program.

D. Questionnaire

The JMC approved using SurveyMonkey for the JMM participant questionnaire rather than collecting the survey on site. The JMC suggested asking participants on the survey if they use a laptop at the meeting.

Attached was a copy of the SurveyMonkey questionnaire that was activated at the start of the meeting. Participants can access it by clicking on a button on the main page of the JMM web site. Notices and instructions about the survey were included on each participant's badge sheet, the daily newsletter, the JMM Wiki site, and on the memo attached to the mailing of the registration packets. Salter reported that there were no surveys completed at that point in the meeting. However, it is expected that the bulk of the responses will occur after the meeting. Email will be sent to all participants after the meeting encouraging them to complete the survey. Suggestions from the committee on topics for future questionnaires are welcome. There will be a final report at the summer JMC meeting including discussion on using the SurveyMonkey. A link will also be available that will enable any member of the committee to see the results directly. (**Attachment #3**)

ACTION ITEM: The JMC agreed that the meeting information on the website and the Wiki site should be consistent. Further discussion of this will be at the summer meeting.

E. Comments and/or Complaints. Salter reported on entries from the Comments and Complaints Log at the registration desk.

A gracious letter was written by Glenn Stevens in the comment log thanking us for providing the hearing impaired services for him at the JMM.

ACTION ITEM: The JMM is legally obligated to provide all requested services at the meeting for the hearing impaired, regardless of which sessions or private events are involved.

F. Participant Services

Committee Schedules by Email. Individual committee schedules for the San Diego meetings were sent by email. As of December 5, 2007, there were 83 meetings scheduled (17 AMS, 9 Joint, 57 MAA) By comparison, for New Orleans there were 84 meetings scheduled (13 AMS, 8 Joint, 57 MAA, 2 other and 4 adhoc groups.)

II. WASHINGTON, DC, JANUARY 5-8, 2009 (Mon-Thurs) (Russo/Tattersall)

A. JMM Program

1. AMS Scientific Program. Russo reported on the AMS scientific program that there are three to four proposals already submitted.
2. MAA Scientific Program. Tattersall reported on the MAA scientific program, the Invited Addresses are being considered.

ACTION ITEM: There will not be a Retiring Presidential Address for the AMS and MAA at the 2009 JMM. The Program committees need to be informed.

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 1, 2008.

C. Room Blocks/Rates

The following are the rates for Marriott Wardman Park Hotel and Omni Shoreham Hotel. Rates are confirmed for 2009.

Marriott and Omni \$150.00 single/double

Student rooms will represent 10% of the hotel block.

Penny Pina visited DC and contracted with the Washington Hilton for overflow space. Confirmed rates are in a two-tiered structure. They are \$109.00 single/double and \$119.00 single/double.

D. Pre-Con Visit. There was a pre-con visit to Washington, DC on January 22 and 23.

END OF OPEN SESSION

10 MINUTE BREAK

III. EXECUTIVE SESSION

A. Washington, DC (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 Washington, DC program was attached for review. (**Attachment #4**)

ACTION ITEMS: Add Career Fair and Grad Student Fair to block schedule.

Move Project Next-YMN posters to morning session on day 1 and then have Career Fair in the afternoon of day 1. Grad Student Fair should be changed to 8:30 a.m.-10:30 a.m. on day 3. Staff will look into expenses for food for the above two events.

The AMS and MAA will host an open house at the DC offices. A day and time need to be determined. Other activities at MAA headquarters may be planned.

IV. FUTURE LOCATIONS

A. January 6-9, 2010, Wed.-Sat., San Francisco, CA (Miller/Venema)

1. Status Report. There are no changes.

ACTION ITEM: Staff needs to review the space in the next six months as we anticipate the growth of the meeting.

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 has been received.

B. January 5-8, 2011, Wed.-Sat., New Orleans, LA (Friedlander/Venema)

1. Status Report A contract for additional meeting space was signed with the JW Marriott. This will allow the mini courses to be held at the JW. Additional discussion needs to be held regarding moving the poster sessions into the JW Ballroom.

ACTION ITEM: The Poster Sessions, Career Fair, and Grad Student Fair will be in the JW Marriott.

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.

C. January 4-7, 2012, Wed.-Sat., Boston, MA (Lapidus/Venema)

Status Report. Contracts for the Hynes Convention Center and the Marriott and Sheraton Hotels were signed in August 2005. The Hynes Convention Center will be undergoing some reconstruction. There is a possibility that four small meeting rooms will be lost. Additional space has been signed for at the Sheraton Hotel which is attached to the Hynes.

D. January 9-12, 2013, Wed.-Sat., San Diego, CA (Weintraub/Venema)

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 for the Minicourses. Additional meeting rooms have been put on hold in the new section.

E. January 15-18, 2014, Wed-Sat., Baltimore, MD (Miller/Venema)

Status Report. The Baltimore Convention Center had asked the JMM to move their dates forward one week 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 estimated hotel rates will not change.

F. January 10-13, 2015, Sat-Tues., San Antonio, TX (Friedlander/Venema)

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. The Convention Center agreed that if we signed a contract in the summer of 2007, then they would hold the rate of the Convention Center to the 2006 rate. An agreement has been signed with the San Antonio Convention and Visitors Bureau for the San Antonio Convention Center. Additional meeting rooms over and above what we had in 2006 have been booked with the Convention Center.

After contract negotiations, it was agreed to sign with the new Hyatt Regency Hotel, which is attached to the Convention Center. The room rate estimate has been confirmed and was lower than at the San Antonio Marriott. Space is available at the hotel to move the minicourses to the hotel, if necessary, to gain additional space at the convention center.

ACTION ITEM: The Hyatt Hotel will be used as the headquarters hotel instead of the Marriott.

G. Future Sites

2016 and on as discussed at the June 2007 JMC meeting

DC area: Straley and Pearson visited the DC Gaylord property.

ACTION ITEM: Straley reported that the Gaylord property is in an isolated area and so it would not work for the JMM.

Atlanta: 2016 is available using the Marriott and the Hilton
2017 is available using the Marriott and Hilton or Hyatt

A site visit can be arranged to see the new changes in the Marriott and look at the Hilton and the Hyatt. Rates are estimated at the Marriott and Hilton, at \$190 for 2016. Confirmed rates need to be negotiated. These are estimates as a maximum only.

It was stated that Atlanta does not favor pedestrians, although at the last JMM in Atlanta the meeting and space worked out well.

Phoenix: The JMC, at the June 2007 meeting, suggested looking at Phoenix as a possible site for the future. As a point of reference, the new Sheraton hotel will have a possible rate of \$250 for 2016.

It was stated that the participants did not like Phoenix as a site for the JMM.

Other sites will be discussed at the Summer 2008 JMC meeting. The sites for 2000 to 2015 were attached. (**Attachment #5**)

ACTION ITEM: High priority for new Director of Meetings is to choose site options for the 2016 JMM.

V. OLD BUSINESS

A. Minutes

1. Approval of June 2007 Minutes: The minutes of the JMC meeting held June 6, 2007, in Providence, RI had been distributed separately and formal approval of minutes was requested. (**Attachment #6**)

ACTION ITEM: The minutes of the JMC meeting held on June 6, 2007 were formally approved

2. Business by Email. Email ballots #1-2008 through # 3-2007 was approved by the JMC.
 - a. Email Ballot #1-2008: GWU SPWM. On June 5, 2007, the JMC approved the Summer Program for Women in Mathematics (SPWM) reunion.

- b. Email Ballot #2-2008: Grad School Fair. On October 29, 2007, the JMC approved the Grad School Fair.
- c. Email Ballot #3-2008: The film *Julia*. On November 19, 2007, the JMC approved the film *Julia* at the JMM.

B. Other Organizations

A list of organizations approved by the DOMC designate was attached. (**Attachment #7**)

C. Revenue Reports

1. Exhibits Revenue

- a. As of December 5, 2007, revenue from exhibits totaled \$175,971.50. A report on exhibit sales was attached; there are eleven new exhibitors in 2008, as noted. (**Attachment #8a**) Joint Books and Journals exhibit revenue as of that same date was \$1050.00. (**Attachment #8b**) The total gross revenue from this project was \$177,021.50 versus \$179,678.00 budgeted.

The revenue as of the date of this meeting was \$182,613.50. The exhibitors added were Glass Geometry, Thinkwell and Web Alt, Inc.

A list of free or discounted booths and/or tables granted was also attached. (**Attachment #9**)

- b. It should be noted that the exhibits revenue for this year includes revenue from the AMS and MAA booths in the amount of \$36,652.00, so the total revenue for comparative purposes is \$140,369.50. Total exhibits revenue in New Orleans (not including the AMS and MAA booths) was \$142,320.00 and in San Antonio (not including the AMS and MAA booths) was \$139,610.00.

The exhibitors who exhibited in 2007 who did not exhibit (as of December 5, 2007) in 2008 are:

Duxbury, Thomson	Kadon Enterprises	Web Alt, Inc
ESR Distributing	Math Alive and Applied	
Fashion Hayvin	Michael Cherry	
Geometry Expressions	Powell's Books	
Glass Geometry	Teach for America	
Infinity Science Press	Thinkwell	
JCR Leather	Tulane University	

ACTION ITEM: It was decided that MAA could have first choice for their exhibit space anywhere in the exhibit hall.

2. Advertising Revenue

a. Advertising in the Program

A total of \$22,296.00 was budgeted for advertising revenue from the program. As of December 5, 2007 the anticipated revenues totaled \$28,011.00.

The exhibitors who advertised in 2007 but did not advertise in 2008 were Addison Wesley and Conceptual Math Media.

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. **(Attachment #10)**

ACTION ITEM: The issue of putting the room numbers on the web will be added to the summer JMC agenda.

c. Newsletter

A total of \$600.00 was budgeted for advertising in the newsletter. As of December 5, 2007, the anticipated revenues totaled \$700.00.

3. JMM Sponsorship Program

A total of \$10,000.00 was budgeted for sponsorships. Six exhibitors paid for Sponsorships for a total of \$16,867.00. **(Attachment #11)** For comparison there was \$12,000.00 in revenue for New Orleans with four exhibitors.

4. Miscellaneous Revenue

a. Mailing Lists

A total of \$150.00 was paid for mailing lists in advance of the meeting. See the attached report of mailing lists sold for this meeting. **(Attachment #12)**

b. Room Rental

Seven commercial groups paid a total of \$2,900.00 to use JMM meeting space in the hotel.

D. Exhibits

1. Exhibits Advisory Subcommittee in San Diego

The Chair of this subcommittee alternates yearly between the AMS Secretary and the MAA Associate Secretary. The MAA Associate Secretary was the Chair this year. The subcommittee met earlier that week. Tattersall gave an oral report including reporting on the ideas discussed at previous JMC meetings and presented at the exhibitor meeting.

ACTION ITEMS: The JMC approved the exhibit hours on day 4 to end at noon.

The AMS Secretary and the MAA Associate Secretary will be invited to the Exhibit Advisory meeting, however the meeting will be chaired by the AMS staff person.

E. JMM Budget Projections

The JMC budget projections attached reflect San Diego 2008 and Washington 2009 as of November 2007. Washington 2009 projections will be revised again in the Spring before the AMS and MAA receive the final budget.
(Attachment #13A-B)

ACTION ITEM: The JMC will take a look at the student registration fee and review all fees and adjust accordingly. This will be added to the summer JMC agenda.

F. Math on the Web. The Math on the Web consortium was again offered two spaces in the exhibit area. The committee was asked if they want to continue offering two complimentary spaces for this consortium in 2009.

ACTION ITEM: The JMC approved offering two complimentary spaces for Math on the Web consortium for the 2009 JMM.

G. ADA Compliance. The DOMC will continue to keep monies in the budget for future requests.

H. Child Care at the JMM in San Diego and Washington, DC

At the summer meeting the DOMC will report on the child care income from increasing the rates. The JMC was asked if they wanted to discuss continuing child care services for the Washington, DC JMM.

In San Diego, there were the most children registered for childcare service since we started offering this service.

The count of children was:
January 6th – 9 children
January 7th – 16 children
January 8th – 12 children
January 9th – 2 children

ACTION ITEM: Child care services will be offered in Washington, DC.

I. Survey of Undergraduate and Graduate Students at the JMM meeting.

The JMC agreed that the Undergraduate and Graduate student survey should go out using SurveyMonkey to those who attended the 2007 JMM in New Orleans. The final counts were 428 for Undergraduate students and 684 from Graduate students.

Results of the surveys can be found at the following links:

Undergraduate Students:

http://www.surveymonkey.com/sr.aspx?sm=UdLM301Q6vGwbCbtpv9e6H2Mw430aqKIkLU1r2LVLU_3d

Graduate Students:

http://www.surveymonkey.com/sr.aspx?sm=UdLM301Q6vGwbCbtpv9e9BCAjqWnV9Ihj4pXN6rmek_3d

VI. NEW BUSINESS

A. Issue of interviewing in hotel rooms

The Board of Governors passed the following motion at its meeting in San Jose in August 2007.

MOTION: The MAA should post the following statement in Focus and Focus Online before the January Joint Meetings and before MathFest and on all MAA print and electronic employment ad sites.

The Board of Governors further recommends to the Joint Meetings Committee that the statement appear in the material for employers and job-seekers using the Employment Register at the Joint Mathematics Meetings.

“The MAA strongly discourages the use of personal hotel sleeping rooms as the site for professional interviews of prospective employees. This practice is intimidating for some job-seekers, particularly those who find the situation uncomfortable and possibly unsafe.”

The AMS Committee on the Profession (CoProf) has appointed a subcommittee to also consider the issue.

A policy will be written by the subcommittee of CoProf and then forwarded to the JMC for review.

ACTION ITEM: The issue on interviewing in hotel rooms has been tabled until the AMS Committee on the Profession discusses it.

B. Grad School Fair

The AMS and MAA jointly sponsored the **Grad School Fair** to be held on Tuesday, January 8, 2008, 9:30 a.m.–11:00 a.m. As of December 6, 2007, there were 43 institutions registered. Maycock reported on the event. About 300 undergraduate students participated.

ACTION ITEM: The JMC agreed that a proposal of options for food and the cost for this event needs to be done by Diane Boumenot. The proposal will be discussed at the summer JMC meeting.

Items that were not on the agenda

C. International Society of Difference Equations

ACTION ITEM: The JMC reviewed the possibility of a session sponsorship by other organizations. This item will be added to the summer JMC agenda.

D. Public Lecture in Washington DC

The committee was asked to support the scheduling of a public lecture in Washington, DC at the time of the Joint Mathematics Meetings in January 2009. The lecture will be considered a trial for a permanent public lecture funded by an endowed [Gerald J. Porter] fund at the MAA. Both AMS and SIAM are being asked to co-sponsor the event with the MAA (in name only).

ACTION ITEM: The JMC agreed to have a public lecture at the JMM in Washington, DC. The suggestion for a schedule for the public lecture was to have an early 5:30 p.m.-6:00 p.m. reception, have the lecture at 6:00 p.m.-7:00 p.m. and have a banquet at 7:00 p.m.

E. Registration of students and speakers

A discussion on participants and students registering before they submit abstracts or give a poster in the poster session.

ACTION ITEM: The JMC would like to discuss the registration issue at the summer JMC meeting.

VII. DATES AND LOCATIONS OF FUTURE JMC MEETINGS

A. Summer 2008

The DOMC would like to hold a summer JMC meeting. The DOMC will look into dates for June 2008.

ACTION ITEM: The JMC agreed to meet in June 2008 (not 1st week). A day and time for the meeting will be decided.

B. Washington, DC, 2009

The committee will meet Thursday, January 8, 2009, at 7:30 a.m. in Washington, DC.

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. (**Attachment #14**)