

MINUTES

AMS-MAA JOINT MEETINGS COMMITTEE

7:30 a.m., Thursday, January 8, 2009
Jackson Room, Marriott Wardman Park Hotel
Washington, DC

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

Also present were Martha J. Siegel (MAA Secretary), Michael Pearson (MAA Associate Executive Director, Director of Programs & Services), Gerard Venema (MAA Associate Secretary elect), Ellen J. Maycock (AMS Associate Executive Director), Matthew Miller (AMS Associate Secretary), Donna Salter (AMS Meetings Supervisor), Penny Pina (AMS Director of Meetings & Conferences), Bernard Russo (AMS) and Carolyn Marshall (AMS staff support).

The chair for 2009 is the MAA Associate Secretary, James J. Tattersall.

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. (**Attachment #1**)

OPEN SESSION

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

A. Scientific Program

1. AMS Scientific Program. Russo reported on the AMS scientific program. There were 56 special sessions (38 had one full day, 10 had one half day and 4 each had one and half to two days). There were 59 total proposals submitted.
2. MAA Scientific Program. Tattersall reported on the MAA scientific program. Eighty people attended *Mathematics and Love: A Poetry Reading*. There were 190 posters and 275 presenters in the undergraduate poster session.

Student participation for this JMM was approximately 900 for graduates and 650 for undergraduates.

B. Registration Statistics

1. Pre-registrations received as of December 6, 2008. As of December 6, 2008, there were 4464 total registrations.

Salter reported that there were 5223 total pre-registrations.

2. On-site Registration. Salter stated that there were 772 onsite registrations. In comparison for San Diego there were 803 registrations onsite, and for New Orleans there were 539 registrations onsite.

3. Registration Fee Waivers and Reductions. A list of waivers and reductions was attached. (**Attachment #2**)

C. Mailing of Badges and Programs. Of the 3199 mathematicians who were eligible, a total of 2677 opted to receive their badges and programs by mail in advance of the meeting (84%).

D. Survey

SurveyMonkey was used again for the JMM participant survey. Attached was a copy of the survey that was activated at the start of the meeting. Salter reported on the number of surveys completed at that point in the meeting. However, it was 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 surveys are welcome. There will be a final report at the summer JMC meeting. A link will also be available that will enable any member of the committee to see the results directly. (**Attachment #3**)

Eight surveys had been completed as of the date of the JMC meeting.

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

Some of the comments were:

- Print participant name on both sides of the badge
- Prepare guidelines for presenters for their power point presentations and transparencies so that the point size is large enough to see on the screen

F. Participant Services

a. Committee Schedules by Email. Individual committee schedules for the Washington meeting were sent by email. As of December 5, 2008, there were 82 meetings scheduled (14 AMS, 7 Joint, 61 MAA) By comparison, for San Diego there were 83 meetings scheduled (17 AMS, 9 Joint, 57 MAA).

b. Colloquium Notes on Web. In an effort to reduce our ecological footprint and printing costs a link to a pdf copy of the Colloquium Lecture notes was posted on the web before the meeting as opposed to shipping hundreds of copies to the meeting. Participants were notified of this change via the memo in the mailing, program booklet, hotel handouts and meeting newsletters.

c. Welcome Flyers Distributed in Hotels. Welcome flyers prepared by staff were distributed to all JMM participants when they checked into the Marriott, Omni, or Hilton. Pina passed out copies of these flyers.

d. Detailed List of ADA Services included in Program. A detailed list of services available for participants with disabilities was included in the program. A copy of this list was attached. (**Attachment #4**)

II. SAN FRANCISCO, CA, JANUARY 13-16, 2010, (Wed.-Sat.) (Miller/Venema)

A. JMM Program

1. AMS Scientific Program. Miller reported on the AMS scientific program that there were no requests yet.

Will there be a Retiring Presidential Address?

2. MAA Scientific Program. Venema reported on the MAA scientific program that their committee has been formed

Will there be a Retiring Presidential Address?

ACTION ITEM: There will be an AMS Retiring Presidential Address at the 2010 JMM. There probably will not be an MAA Retiring Presidential Address at the 2010 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 was July 1, 2009.

The JMM announcement will be in the October/November issue of the *Focus*.

C. Room Blocks/Rates

The following are the rates for the San Francisco Marriott (headquarters). Rates are confirmed for 2010.

Marriott	\$175.00 single/double
	\$140.00 students single/double

Student rooms will represent 10% of the hotel block.

Penny Pina and Christine Davis visited San Francisco in November 2008 and toured over 20 possible overflow hotels. Selection process is ongoing; however rates are expected to range from \$99.00 - \$175.00.

D. Pre-Con Visit

There will be a pre-con visit to San Francisco, CA in late January.

END OF OPEN SESSION

10 MINUTE BREAK

III. EXECUTIVE SESSION

A. San Francisco, CA (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 Francisco, CA program was attached for review. (**Attachment #5**)

ACTION ITEM: Discussion on the day, time and advertising (ask MSRI) of the public lecture will be added to the summer JMC agenda.

3. Registration Fees. The Committee agreed to review all JMM registration fees and adjust them accordingly, preferably by percentage. A report on the effects of different percentages was attached. (**Attachment #6**)

ACTION ITEM: Pearson will submit a registration rates proposal to Pina who will include it in the rate proposal to be submitted to Straley and McClure.

IV. FUTURE LOCATIONS

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

Status Report. The DOMC is working with the hotels on possible solutions that will free up the ballroom in the JW for our use.

Pina is following up with the JW to reserve the ballroom.

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

Status Report. The DOMC has signed a contract with the Hynes to reserve the Veterans Auditorium (additional 26,000 square feet of space) for the 2012 JMM in Boston.

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

Status Report. There were no changes.

ACTION ITEM: Georgia Benkart will be the Associate Secretary for the 2013 JMM in San Diego, California.

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

Status Report. There were no changes.

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

Status Report. There were no changes.

F. Future Sites

1. Atlanta

Daverman, Pina and Tattersall visited Atlanta on September 17-19, 2008 to determine if this is a viable site for the 2016 JMM. A report on this visit with recommendations was attached. (**Attachment #7**)

2. Salt Lake City

Daverman, Pina and Tattersall visited Salt Lake City on October 13-15, 2008 to determine if this is a viable site for the 2016 JMM. A report on this visit with recommendations was attached. (**Attachment #8**)

3. Seattle

Miller, Pina and Tattersall visited Seattle on October 15-17, 2008 to determine if this is a viable site for the 2016 JMM. A report on this visit with recommendations was attached. (**Attachment #9**)

4. Miami

The Miami CVB was contacted for a proposal but there were no responses to our request.

ACTION ITEM: The JMC approved Seattle and Atlanta as the sites for the 2016 and 2017 JMM (in either order) pending negotiations.

V. OLD BUSINESS

A. Minutes

Washington, DC. The minutes of the JMC meeting held June 30, 2008 in Washington was attached and formal approval was requested. (**Attachment #10**)

ACTION ITEM: The minutes of the JMC meeting held in June 2008 in Washington were formally approved.

B. Other Organizations

A list of organizations approved by the DOMC was attached. (**Attachment #11**)

C. Revenue Reports

1. Exhibits Revenue

- a. As of December 5, 2008, revenue from exhibits totaled \$175,110.80. A report on exhibit sales was attached; there are eleven new exhibitors in 2009, as noted. **(Attachment #12a)** Joint Books and Journals exhibit revenue as of that same date was \$900.00. **(Attachment #12b)** The total gross revenue from this project is \$176,010.80 versus \$184,316.00 budgeted.

A list of free or discounted booths and/or tables granted was also attached.
(Attachment #13)

- b. It should be noted that the exhibits revenue for this year includes revenue from the AMS and MAA booths in the amount of \$38,057.00, so the total revenue for comparative purposes is \$137,053.80. Total exhibits revenue in San Diego (not including the AMS and MAA booths) was \$140,369.50 and in New Orleans (not including the AMS and MAA booths) was \$142,320.00.

The exhibitors who exhibited in 2008 who did not exhibit (as of December 5, 2008) in 2009 are: AACSB, Acme Klein Bottle, Anew International, Art of Problem Solving, Conceptual Math, International Journal of Math & Computer Science, M. Folz, Math Science Publications, Pi Across America, Rice University, Robert Carden Art, Salford Systems, College Board, Thinkwell and Wood Mobius.

Also, the following companies merged since the last meeting and this resulted in a loss of 11 booths: Addison Wesley (4), Houghton Mifflin (2), Key College (2), Prentice Hall (2) and Project Euclid (1).

ACTION ITEM: Pina stated that she will set an early deadline for exhibitors receiving the special category rate of \$590.00. After that deadline, a discounted rate of approximately \$1000.00 will be offered.

2. Advertising Revenue

a. Advertising in the Program

A total of \$27,331.00 was budgeted for advertising revenue from the program. As of December 5, 2008 the anticipated revenues totaled \$31,192.00.

The exhibitors who advertised in 2008 but did not advertise in 2009 are Elsevier BV, Key College, Houghton Mifflin, World Scientific, Walter De Gruyter.

b. Badge and Program Mailing

A total of \$5,850.00 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 \$5,915.00. A report on the contents of the mailing was attached.
(Attachment #14)

c. Newsletter

A total of \$700.00 was budgeted for advertising in the newsletter.
As of December 5, 2008, the anticipated revenues totaled \$250.00.

3. JMM Sponsorship Program

A total of \$11,000.00 was budgeted for sponsorships. Seven exhibitors paid for Sponsorships for a total of \$21,754.00. (**Attachment #15**) For comparison there was \$16,867.00 in revenue for San Diego with six exhibitors.

4. Miscellaneous Revenue

a. Mailing Lists

A total of \$945.00 was paid for mailing lists in advance of the meeting.
Attached was a report of mailing lists sold for this meeting. (**Attachment #16**)

b. Room Rental

Five commercial groups paid a total of \$2,200.00 to use JMM meeting space in the hotel.

D. Exhibits

Exhibits Advisory Subcommittee in Washington

The DOMC shall serve as the Chair each year. The subcommittee met earlier this week. Pina gave an oral report on the ideas discussed at that meeting.

Pina stated that the exhibitors were happy and that there was a lot of traffic through the exhibit hall.

E. JMM Budget Projections

The JMC budget projections attached reflect Washington 2009 and San Francisco 2010 as of October 31, 2008. San Francisco 2010 projections will be revised again in the Spring before the AMS and MAA receive the final budget. (**Attachment #17 A-B**)

F. Math on the Web

The Math on the Web consortium was again offered two spaces in the exhibit area, however it did not take place this year. The committee was asked if they would like to offer two complimentary spaces for this consortium in 2010.

ACTION ITEM: The JMC approved not to offer the two complimentary spaces for the Math on the Web consortium. Any space that is requested by them needs to be approved by the JMC.

G. ADA Compliance

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

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

Pina reported on the child care for Washington, DC. At the summer meeting Pina will report on the child care income from increasing the rates. The JMC was asked if they wish to discuss future child care for the San Francisco JMM.

Pina reported that the attendance was less than in San Diego but the participants who used the service were happy.

I. Special Cab Service

Taxicab vouchers worth \$5.00 each were distributed at the registration desk to participants who indicated that they had difficulty getting around between the two hotels. Arrangements were made with the Marriott to pay \$5.00 per voucher to those who presented them at the hotel check-in desk. The Marriott included the total cost of these vouchers on the master bill after the meeting.

Pina reported that no one asked for a voucher.

J. Colored Badge Stock

Pina researched using colored badge stock for this meeting and found out that there was no additional cost involved. However all available colors seemed to be too dark to use at the JMM. The committee was asked if they wanted to pursue using colored badge stock for San Francisco.

ACTION ITEM: Pina stated that we will continue to investigate the colored badge stock.

K. Transparencies for Special Sessions and Contributed Paper Sessions

For many years staff has produced “announcing” transparencies for the AMS and MAA IAs, AMS Special Sessions and Contributed Paper Sessions, and MAA Contributed Paper Sessions. Now that many of the sessions are using laptops, staff has observed that the organizers of the AMS Special Sessions and MAA Contributed Paper Sessions do not use these transparencies. (Less apparent is whether the volunteer AMS Contributed Paper Session Chairs are even aware of the existence of these transparencies.) We plan to discontinue producing these session transparencies beginning with the 2010 JMM and only produce them for the talks and sessions in the main lecture room, thus saving hundreds of dollars in labor and materials.

We will still prepare the chair/organizer packets that include an attendance sheet, instructions on running the sessions, and some blank transparencies and a pen, and distribute them in the usual way at the meeting.

L. “Green” JMM Campaign

The DOMC has started a campaign to make the JMM “green” and to emphasize the importance of reducing the environmental impact of this meeting. A list of the eco-friendly efforts made at this meeting was included in the program. A copy of this page was attached. (**Attachment #18**)

VI. NEW BUSINESS

A. Joint Mathematics Meetings Contract Review

The contract governing the Joint Meeting was last reviewed and updated in 1998. The most recent copy was attached. The committee was asked to review and possibly update the contract, where necessary. (**Attachment #19**)

The MAA suggested that they would like to be co signer on contracts for hotels and convention centers.

ACTION ITEM: The JMC agreed that they will review the JMM contract and it will be added to the summer JMC agenda.

B. JMM T-shirts for Sale

The last time t-shirts were made with the JMM logo and sold was at the 2007 New Orleans meeting and it was done specifically to raise money for Hurricane Katrina victims. The committee was asked if they wanted to set a policy about making and selling JMM t-shirts at future meetings.

ACTION ITEM: The JMC approved that they would not like to sell JMM logo t-shirts at the JMM.

C. Undergraduate Student Poster Session

Since its inception in 1997, the MAA Undergraduate Student Poster Session has been subsidized by the meetings. The amount of this subsidization has steadily increased over the years due to increased catering needs and costs for tables. The committee was asked if they want to change this to a joint session and if so, how should the planning and selection process change.

ACTION ITEM: The JMC approved that the MAA will pay for the total cost of the MAA Undergraduate Student Poster Session.

D. Mass Mailing

The committee is asked to discuss mass e-mailings to members concerning the JMM meeting. The Committee was asked if they would like to set a policy on when mass mailings are acceptable and under what terms.

ACTION ITEM: The JMC agreed that the JMM logo should not be used on emails that are sent by the MAA. The Mass Mailing item will be added to the summer JMC agenda.

Not on Agenda

E. Committee on Women

The Committee on Women would like to propose a five-year series of panels on work and life balance issues.

ACTION ITEM: The JMC approved that the Committee on Women may have one panel for one and half hours at the JMM for the next two years and then be reviewed after that.

F. SIAM

Mary Lou Zeeman and Kenneth Golden sent an email to the DOMC requesting that SIAM invited speakers should not pay registration fees.

ACTION ITEM: The JMC approved that the DOMC refer the SIAM email from Mary Lou Zeeman and Kenneth Golden requesting that SIAM invited speakers should not have to pay registration fees to Jim Crowley and Doug Arnold.

VII. DATES AND LOCATIONS OF FUTURE JMC MEETINGS

A. Summer 2009

The DOMC would like to hold a summer JMC meeting. The JMC was asked if they wish to meet this summer and if so, the DOMC will look into dates for 2009. The JMC was asked if they should meet in Providence or by conference call this year.

ACTION ITEM: The JMC approved that they should meet in Providence in the summer 2009. A meeting date will be decided by email.

B. San Francisco, CA, 2010

The committee will meet Saturday, January 16, 2010, at 7:30 a.m. in San Francisco, 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. (**Attachment #20**)