

## MINUTES

### AMS-MAA JOINT MEETINGS COMMITTEE

**10:00 a.m., Wednesday, June 6, 2007**  
**Hille Conference Room, American Mathematical Society**  
**Providence, RI**

### EXECUTIVE SESSION

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 Ellen J. Maycock (AMS Associate Executive Director), J. Michael Pearson (MAA Associate Executive Director, Director of Programs & Services) and Gina Alsfeld (AMS Support Staff)

The following documents were attached for information and discussion: (a) a calendar of future joint meetings, (b) attendance figures for past January meetings and attendance by size of meeting with final New Orleans figures, (c) Geographical data on JMM participants with final New Orleans figures. (d) AMS & MAA Session/Speaker Counts/Abstracts. (e) JMM registrations. (**Attachment #1**)

#### I. FUTURE JOINT MATHEMATICS MEETINGS

##### A. January 6-9, 2008, Sun.-Wed., San Diego, CA (Lapidus/Tattersall)

1. Joint Program Committee. The Joint Program Committee consists of Annalisa Crannell, Franklin & Marshall College and Ellen Kirkman, Wake Forest University as the MAA representatives and Gui-Qiang Chen, Northwestern University and Alice Silverberg, University of California Irvine as the AMS representatives.

##### 2. Duties of the Executive Directors.

The following items are completed in accordance with the Joint Meetings Contract.

- a. Exchange of Certificates of Insurance. (On going)
- b. Approve rates for advertising in the program. (Done)
- c. Approve hourly rates for MCD and other AMS departments to include the indirect costs. (Done)
- d. Approve exhibit fees. (Done)
- e. Designate recipients of registration lists. (End of meeting)
- f. Decide on special promotions and costs. (Time spent on web only)

3. Program.

a. Joint Speaker. Fan Chung Graham and Terence Tao have accepted an invitation to deliver the AMS-MAA Invited Address in San Diego.

b. Block Schedule.

1. The standard block schedule was attached for review. (**Attachment #2**)
2. Change in the standard block schedule.

SIAM requested that their room block change from two rooms all day over the first two days to one room all day over four days. The Invited Address stays the same. The change will mean that if extra rooms are not available then the AMS program will gain one room on the first two days and lose one room on the last two days from its block or the MAA will gain one room on the first two days and lose one room on the last two days from its block. (**Attachment #3**)

**ACTION ITEM:** The JMC approved the SIAM changes to the block schedule. SIAM will have one room all day over four days.

4. Registration Fees. The JMM registration rates had not been determined by the time of the mailing of the agenda. This item was discussed at the meeting.

**ACTION ITEMS:** The JMC approved the registration fee of 3% over the 2007 rate or \$214.00 for the 2008 JMM in San Diego.

The JMC approved raising only the Graduate student registration fee from \$42.00 to \$44.00 and the Undergraduate registration fee from \$21.00 to \$23.00. All other fees other than above will be raised a \$1.00. The increase on guest fees will be looked at for 2009.

The JMC approved a 2% increase on the 2008 registration fee for the 2009 JMM in Washington, DC.

5. Hotels. Listed below was the current status of the room block for San Diego including all properties. The JMC decided not to have any add on administrative fees.

San Diego Marriott	\$192.00 single/double bayview
	\$172.00 single/double cityview
Horton Grand Hotel	\$155.00 single/double
Hilton San Diego	\$150.00 single/double
Embassy Suites	\$149.00 single/double
Omni San Diego	\$140.00 single/double
Holiday Inn on the Bay	\$135.00 single/double
Holiday Inn Express	\$129.00 single/double
Courtyard Marriott	\$109.00 single/double

Comfort Inn	\$ 91.00 single/double
500 West Hotel	\$ 59.00 single

6. Meeting Announcements in Focus, Notices, and on the Web. The first announcement for San Diego will appear in the October issues of Focus and Notices and the live web version will appear in September. The deadline for all information for the October issue is July 3. For San Diego, a preliminary listing of all housing, registration, travel and local information was listed on the Web by the middle of June, so that participants had an idea of the meeting costs for budgeting purposes.

The links to actually register or obtain housing will go live in September.

7. Exhibits.

a. San Diego Exhibit Sales. A report on exhibit sales was handed out on site.

b. At the New Orleans exhibitor meeting the exhibits committee decided to try the later closing on day four for the San Diego meeting only. It is important to note that in DC we must be out of the exhibit hall earlier than normal. Saxe distributed the new service kit materials for review. Comments were very positive.

The hours will be: 1<sup>st</sup> day – 12:15 pm to 5:30 pm  
 2<sup>nd</sup> day – 9:30 am to 5:30 pm  
 3<sup>rd</sup> day – 9:30 am to 5:30 pm  
 4<sup>th</sup> day – 9:00 am to 1:00 pm

c. Comments from exhibitors on 2007 New Orleans meeting was attached for discussion. (**Attachment #4**)

**ACTION ITEM:** The JMC suggested that we should always try for a center aisle in the exhibit hall even if it means losing some booths.

8. Sponsor Program and Email Lab. To date we have the following sponsors:

MacKichan – Pocket Planners	\$2,000
Springer Verlag – Email Center (co-sponsor)	\$7,000
Taylor & Francis – Bags	\$3,000
W.H. Freeman – Note Pads	\$2,000

**Total \$14,000**

These sponsors were again offered first selection of exhibit booth space.

9. Coffee in the exhibit hall and floor plan. The floor plan with the location of the AMS and MAA booths and the coffee location was attached. (**Attachment #5**) The DOMC is estimating \$10,000 in coffee expenses

based on what was purchased in New Orleans. In New Orleans the cost was \$13,382.

Coffee hours will be at noon and 2:00 pm on Sunday, 9:00 am, noon and 2:00 pm on Monday and Tuesday and 9:00 am on Wednesday. Once the coffee is gone for that time period, we will not refill until the next coffee break.

We will post signs with the coffee break hours, in the coffee area. We will also hang the banner used in 2006.

10. Financial Projections. The most up to date financial projections for the San Diego meeting were handed out on site. The registration rate did change the projections.
11. Daycare. Arrangements have been made to hold the daycare in a Marriott meeting room. The sleeping room suites in the Marriott tend to be small. The meeting room space has been used before by KiddieCorp. The estimated expenses are reported in the attachment, as is the income. The JMC was asked if they want to change the registration fees. There was discussion on the fact that participants did not understand that the AMS and MAA almost fully subsidized the daycare. (**Attachment #6**)

**ACTION ITEMS:** The JMC decided to keep the registration fee for daycare at the 2008 JMM in San Diego at the 2007 rate.

The JMC also decided to have an article in the Notices, Focus, AWM and online, using pictures (with permission) about daycare and explain that the AMS & MAA subsidized the cost of daycare.

12. Email Lab. Along with the twenty five computer spots in the email lab, a wireless hot spot area will be offered. The San Diego Convention Center limits the broadcast signal to the hotspot area. There will be one login with one password set to a specific area that will allow one hundred people **at a time** to login.

**ACTION ITEM:** The JMC suggested increasing the number of plug in stations and decreasing the number of computers in the email lab.

### **Future Meetings**

Saxe was asked to look at all hotels for future space and growth expansion.

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

1. Status Report. The two hotels seem to have enough space for poster sessions and other meeting growth. Poster sessions will be held in the Omni. There will be a small shuttle bus going around the two hotels. Saxe reported that the poster session will be in the ballroom at the Omni.

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.
3. Overflow. The Hilton Washington will house all overflow at \$109.00 or \$116.00 per room rate.

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

1. Status Report. The poster sessions will be held in the exhibit hall. There is no space for growth in Moscone West. To allow for growth the mini courses will be moved into the hotel.
2. Moscone Center. We will be signing the contract twenty months out. Prior to that time we will need to decide on whether or not we want to add an administrative fee on to the hotel rates and the hotels will send that portion to Moscone Center.

**ACTION ITEM:** The \$5.00 administrative fee will be discussed at the next JMC meeting.

3. 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.

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

1. Status Report. There will be minor changes from 2007. The minicourses will be held in the JW. We are also looking at holding space in the JW for the undergraduate poster sessions. With the move of the mini courses we can add more exhibit space in the Marriott.

**ACTION ITEM:** Unless space is available the JMC agreed that the poster session at the 2011 JMM in New Orleans will be split into two sessions on the same day using the same room as in 2007.

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.

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

Status Report. The Hynes is possibly going under renovation and some meeting space may change. But additional rooms are committed at the Sheraton. There is room on the exhibit floor for poster sessions. There is meeting space at the Sheraton which is a walk thru from the Hynes. Minicourses can be held at the Marriott.

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

Status Report. We continue to hold extra space in the Marriott and have additional space on hold in the San Diego Convention Center after the 2008 meeting, for the AMS.

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

Status Report. Saxe and Salter will go to Baltimore after the finish of the Hilton in 2008 to confirm all the space needed. As of today, all space in the Hilton and Marriott is on hold and the Baltimore Convention Center has enough space for the meeting. The poster sessions could go onto the exhibit floor.

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

Status Report.

The JMC has endorsed going to San Antonio in 2015 based on final contracts.

The Ballroom C of the San Antonio Convention Center on the third level has been released and the Cockrell Theatre next to the registration area has been reserved for Invited Address's.

San Antonio Convention Center rate will stay at the 2007 rate if signed this year and estimated at \$56,000.

A decision on which hotel to use as HQ was made. The Hyatt is the brand new hotel being built attached to the Convention Center and the Marriott used in 2006.

**ACTION ITEM:** The JMC approved using the San Antonio Hyatt as the headquarters hotel based on contract negotiations for the 2015 JMM in San Antonio, Texas.

**I. Future Sites**

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 2015 were attached. The JMC was asked if the next meeting could be held in hotels. In Atlanta, a three hotel meeting was discussed. (**Attachment #7**)

**ACTION ITEMS:** The DOMC will contact the Atlanta Marriott to see if space is available for the 2016 JMM or beyond. Saxe will arrange a site visit.

Straley and Pearson will do a site visit to the Gaylord Properties for 2017. Saxe will arrange.

Daverman and Tattersall will do a site visit to Phoenix. Saxe will arrange.

## II. OLD BUSINESS

### A. Minutes

New Orleans, Louisiana.

The minutes of the JMC meeting held January 2007 in New Orleans had been distributed separately with corrections sent in and formal approval of the corrected minutes was requested. (**Attachment #8**)

**ACTION ITEM:** The minutes of the JMC meeting held in January 2007 in New Orleans were formally approved.

### B. New Orleans Cleanup.

#### 1. Questionnaire.

A summary of the final responses was attached. (**Attachment #9**)

**ACTION ITEM:** 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.

#### 2. Financial Report.

The latest set of projections for New Orleans was attached. (**Attachment #10**)

### C. Crisis and Continuity Plan.

There were no suggestions or comments on the plan. JMC thought the outline was complete.

### D. T-Shirts. The JMC discussed having a San Diego logo on a t-shirt.

**ACTION ITEM:** The JMC approved a 2008 San Diego t-shirt. The JMC agreed that each Society (AMS&MAA) will determine how many t-shirts they want to purchase and then the t-shirts will be sold at the Membership booths at the JMM. DMS will send out logo and DOMC will order t-shirts. The JMC felt that the program and the number of social events were fine.

## III. NEW BUSINESS

### A. Growth of the JMM

Tattersall has 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. The JMC felt that the program and the number of social events were fine.

(**Attachment #11**)

**B. Audio Visual and Internet Costs**

Audio visual and internet is a large expense for the JMM, MAA and AMS. With the cost of audio visual and internet increasing each year and the need for the JMM to keep up with new technology, it is important for the JMC to know the cost of the audio visual and internet. Saxe attached a cost sheet. MAA explained their charges not reflected in the attachment. **(Attachment #12)**

**C. Undergraduate and Graduate Student Survey**

Attached was a sample of possible questions to ask on the survey that will be sent out this fall to the undergraduates and graduate students who have attended the JMM in the last year. The JMC was asked what additional information they would want on the survey and were there any questions to leave out. Few minor changes were recommended. **(Attachment #13)**

**ACTION ITEM:** The JMC agreed that the Graduate and Undergraduate student survey will go out using SurveyMonkey to those who attended the 2007 JMM in New Orleans.

**D. Other Items (handout)**

The following items were discussed at the time of the meetings:

1. JMM registration rate for San Diego. See action item I.A.4.
2. Pod cast at the JMM in San Diego. Ewing and Maycock said that the AMS Public Awareness staff will be starting to do podcast at the JMM. MAA said that Ivars Peterson was the MAA contact to coordinate talking to speakers.
3. Tex Users Group (TUG) had requested a free space at the JMM exhibit in San Diego. TUG is an educational group for users of Tex typesetting systems.

**ACTION ITEM:** The JMC approved giving the Tex Users Group (TUG) free space at the JMM exhibit in San Diego.

4. Drop in discussion tables requested. A member asked if tables could be set up with topics so that people can drop in to talk. This is during the lunch hour when no other programs are scheduled. Tattersall will write and tell member that this will not be able to be done.

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

**A. San Diego, California**

The committee will meet Wednesday, Day 4, January 9, 2008, at 7:30 a.m. in San Diego, CA.



**ACTION ITEM:** The committee approved meeting on Wednesday, Day 4, January 9, 2008 at 7:30 a.m. in San Diego, California.

## V. FOR INFORMATION AND POSSIBLE DISCUSSION

**A. An Evening of Conversation, Jazz and Wine.** This event will be sponsored by the JMM on day 3 and will be held across the street from the San Diego Convention Center from 7:00 p.m. to 10:00 p.m. at the San Diego Wine & Culinary Center. This will be advertised in the JMM program. Cost to the JMM is \$250.00.

**B. Math Awareness at the JMM headquarters hotel.** The DOMC has arranged to exhibit the Public Awareness Posters and Career Profile Posters at the headquarters hotel on easels in the coffee shop and outside lounge area.

**C. Change of Ballroom for 2015 meeting in San Antonio.** It was decided to change the Invited Address room to the Cockrell Theatre to allow for a room closer to the exhibits and meeting space.

**D. Camera Raffle.** A camera (given to the DOMC) will be raffled off to a JMM participant staying at the headquarters hotel. The raffle will be announced on the registration form and the winner announced on Day 4.

**E. Request for Space.** The following groups had been approved for space on the program:

- Association of Gay, Lesbian, Bisexual and Transgendered Mathematicians
- Association of Christians in the Mathematical Sciences (ACMS)
- Budapest Semesters in Mathematics
- Hawkes Learning Systems
- Knitting Circle
- Lehigh University
- New Mexico State University Mathematics Association
- Taylor & Francis
- University of Chicago
- University of Illinois at Urbana-Champaign
- University of Iowa
- W.H. Freeman & Company
- Young Mathematician's Network.

## VI. FOR INFORMATION ONLY

**A. Articles of Interest.**

**B. 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**)