

AMATYC 2025 Spring Board Meeting

Thursday, January 16, 2025; Thursday, February 20, 2025; Thursday, March 20, 2025; Friday-Saturday, April 11-12, 2025.

January Monthly Meeting

Thursday, January 16, 2025 (Virtual via Zoom)

Note: All times are EST

The meeting was called to order at 4:06 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Dennis Ebersole	Mid Atlantic Vice President
Laura Watkins	Past President	Alvina Atkinson	Southeast Vice President
Eddie Tchertchian	President-Elect	Brandon Bartley	Midwest Vice President
Jonathan Weisbrod	Secretary	Dale Johanson	Central Vice President
Kyle Kundomal	Treasurer	Jennifer Travis	Southwest Vice President
Sophia Georgiakaki	Northeast Vice President	Lindsey Gerber	West Vice President

Also present were: Anne Dudley, Executive Director; Debora Rimkus, Incoming Executive Director; Turi Suski, Conference Coordinator

Motion: Approve the Agenda provided on the previous pages. (Attachment A)

Motion approved without objection

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment B)

Motion approved without objection

EXECUTIVE SESSION

The Board went into Executive Session at 4:07 pm. Anne Dudley, Debora Rimkus, and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 4:12 pm. At that time, Secretary Weisbrod reported out the following:

The Board made the following appointments, pending membership verification: (Attachment C)

NEW BUSINESS

Motion: Approve the 2024 Fall Board Meeting Minutes as presented

Made by Weisbrod and seconded by Bartley.

Motion approved

PARKING LOT**EXECUTIVE SESSION**

The Board went into Executive Session at 4:24 pm to discuss personnel matters. Anne Dudley, Debora Rimkus, and Turi Suski were asked to stay for the Executive Session

The Board exited Executive Session at 4:38 pm. At that time, Secretary Weisbrod reported out that no formal action was taken.

Discussion: Who is responsible for keeping the website up-to-date when a new person steps into a position?

The Board decided this responsibility belongs to the Chair of the Search Committee.

Discussion: Reduction of the number of ANets.

AMATYC will reduce the number of ANets by eliminating the following: Adjunct Issues, Dept/Div Leadership, Math Pathways, Developmental Math.

Discussion: Using a different word instead of volunteer.

The Board discussed possible titles that can be used.

Discussion: Digital badge for leaders who are not supported.

The Board discussed this may be something that can be done on the new website.

Discussion: Shout out to a contributor or leader on social media each month.

Committee was formed with Atkinson (chair), Watkins, Weisbrod, Georgiakaki to look into this.

Discussion: ANet meetings grouped during conference

The board discussed benefits and issues of having ANet meetings at the annual conference grouped in pairs.

Discussion: Reception (or something similar) for marginalized groups at the conference

The Advocacy Committee is looking into this.

Discussion: Results of Name Change Survey

The board reviewed survey results.

Discussion: Search Committee: Assistant Conference Coordinator

Committee formed with Suski (chair), Gerber, and other conference team members.

Discussion: Website/Database Leadership Committee

Committee formed with Tchertchian, Hurlburt, Suski, Dudley, Watkins, and Johanson. Committee members will oversee the Website Design / Page Rollover Subcommittee, Database Rollover Subcommittee, Communications Subcommittee, Automation Subcommittee, and Timeline Subcommittee.

The 2025 AMATYC Spring Executive Board Meeting was suspended at 5:58 PM.

Next board meeting is February 20, 2025.

February Monthly Meeting

Thursday, February 20, 2025 (Virtual via Zoom)

Note: All times are EST

The meeting was called to order at 4:01 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Dennis Ebersole	Mid-Atlantic Vice President
Laura Watkins	Past President	Alvina Atkinson	Southeast Vice President
Eddie Tchertchian	President-Elect	Brandon Bartley	Midwest Vice President
Jonathan Weisbrod	Secretary	Dale Johanson	Central Vice President
Kyle Kundomal	Treasurer	Jennifer Travis	Southwest Vice President
Sophia Georgiakaki	Northeast Vice President	Jessica Bernards	Northwest Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Anne Dudley, Executive Director; Debora Rimkus, Incoming Executive Director; Turi Suski, Conference Coordinator

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment A)

Motion approved without objection

Motion: Approve the Agenda provided on the previous pages. (Attachment D)

Motion approved without objection

EXECUTIVE SESSION

The Board went into Executive Session at 4:04 pm. Anne Dudley, Debora Rimkus, and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 4:07 pm. At that time, Secretary Weisbrod reported out the following:

The Board made the following appointments, pending membership verification: (Attachment E)

NEW BUSINESS

Motion: Approve the suggested changes to section 2.7, Term Limits, part 1 of the PPM effective immediately. (Attachment F)

Made by Hurlburt and seconded by Georgiakaki.

Motion approved

Motion: Approve the following changes to the PPM Section 5.8.4 effective immediately. (Attachment G)

Made by Hurlburt and seconded by Travis

Motion approved

Motion: Approve the following changes to PPM Section 11.1.2, PD Chair, effective immediately. (Attachment H)

Motion approved

Motion: Accept the attached changes to 9.2 Guidelines for Board Reports, effective immediately.

Made by Tchertchian and seconded by Bartley. (Attachment I, as amended)

Amendment: Change the fall due date to October 1st.

Made by Hurlburt and seconded by Tchertchian.

Amendment approved

Motion approved as amended

Motion: Approve the attached changes to the 10.8.2 Student Research League start date, effective immediately. (Attachment J)

Made by Travis and seconded by Kundomal.

Motion approved

Motion: Approve the attached changes to PPM 7 National Office, effective immediately. (Attachment K, as amended)

Made by Bartley and seconded by Johanson.

Amendment: Strike “and the AMATYC News Editor” from Miscellaneous Policies:2.

Made by Travis and seconded by Weisbrod.

Amendment approved

Motion approved as amended

PARKING LOT

Discussion: Delegate Assembly

The Board discussed logistics of the Delegate Assmbly with possibilities such as a late comers room or regional rooms. The Delegate Assembly was announced to the board as December 13th from 3-5 pm with check-in at 2:30 pm.

Discussion: Conference Registration Rates

The Board discussed possible changes to the conference registration rate starting with the 2026 conference.

Discussion: Potential Website Templates

The Board reviewed potential templates for our new website.

The 2025 AMATYC Spring Executive Board Meeting was suspended at 5:53 PM.

Next board meeting is March 20, 2025.

March Monthly Meeting

Thursday, March 15, 2024 (Virtual via Zoom)

Note: All times are EDT

The meeting was called to order at 4:02 pm by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Dennis Ebersole	Mid-Atlantic Vice President
Laura Watkins	Past President	Dale Johanson	Central Vice President
Eddie Tchertchian	President-Elect	Jennifer Travis	Southwest Vice President
Jonathan Weisbrod	Secretary	Jessica Bernards	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President		

Also present were: Anne Dudley, Executive Director; Debora Rimkus, Incoming Executive Director; Turi Suski, Conference Coordinator

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting's Rules of Conduct. (Attachment A)

Motion approved without objection

Motion: Approve the Agenda provided on the previous pages. (Attachment L)

Motion approved without objection

EXECUTIVE SESSION

The Board went into Executive Session at 4:04 pm. Anne Dudley, Debora Rimkus, and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 4:05 pm. At that time, Secretary Weisbrod reported out the following:

The Board made the following appointments, pending membership verification: (Attachment M)

ANETS

ANet leader reports were received and reviewed.

PARKING LOT

Motion: Support a viewing of the movie Counted Out in either March or April and attempt to have it funded by the Foundation, otherwise use webinar funds.

Made by Ebersole and seconded by Georgiakaki

Amendment: Remove the use of webinar funds.

Made by Travis and seconded by Ebersole.

Amendment approved

Motion withdrawn

Discussion: Sunshine Ideas Group

Group formed including Weisbrod, Gerber, Watkins, and Johanson

Discussion: SRL Assistant Coordinator

The Board discussed the potential new position.

Discussion: Adjuncts at the conference sponsored by affiliates

The Board discussed existing scholarships that can be utilized. The membership committee can be involved in recruiting new adjunct members.

Discussion: Adjunct Faculty Achievement Award

The Board discussed possibilities of acknowledging adjuncts with this award.

Discussion: How to increase professional development for those with limited ability to travel.

The Board discussed possible ways to involve these members.

Discussion: Research and Mentoring ANet Math Explorations Research Forum

The Board discussed running it through AMATYC instead of just the ANet.

Motion: To suspend the 2025 AMATYC SBM Board Meeting.

Motion approved without objection

Next board meeting is April 11, 2025.

The 2025 AMATYC Spring Executive Board Meeting was suspended at 6:02 PM.

Spring Board Meeting (SBM)

Friday, April 11, 2025 (Virtual via Zoom)

Note: All times are EDT

The meeting was called to order at 11:02 am by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Debora Rimkus, Executive Director; Turi Suski, Conference Coordinator

President Hurlburt reviewed the rules of conduct.

Motion: Approve the meeting’s Rules of Conduct. (Attachment A)

Motion approved without objection

Motion: Approve the Agenda provided on the previous pages. (Attachment N)

Motion approved without objection

ANETS

ANet reports were received and reviewed.

CONSENT CALENDAR MOTIONS AND REPORTS

Expenditure Approval Committee (EAC) and Tax and Audit Reports were received and reviewed. (Attachment I)

Motion: Set the annual membership dues for a regular individual AMATYC member to \$119 effective July 1, 2026.

Motion approved on consent

Motion: Set the Institutional Membership Rate to to \$654 effective July 1, 2026.

Motion approved on consent

SERVICES, COORDINATORS, PUBLICATIONS, AND GRANTS

Services, Coordinators, Directors, Publications, and Grants reports were received and reviewed.

EXECUTIVE SESSION

The Board went into Executive Session at 11:30 am to discuss personnel matters. Debora Rimkus and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 11:55 am. At that time, Secretary Weisbrod reported out that no formal action was taken.

NEW BUSINESS

Motion: Set the full conference discount registration rate at \$475, effective with the 2026 annual conference.

Made by Kundomal and seconded by Gerber.

Motion approved

Motion: Approve the changes to the calculation of the conference registration fees as described in the PPM section 8.12.3, effective January 1, 2026. (Attachment O)

Made by Kundomal and seconded by Watkins.

Motion approved

Motion: Choose to not renew the contract with Higher Logic when it expires in August of 2025.

Made by Hurlburt and seconded by Tchertchian.

Motion approved

EXECUTIVE SESSION

The Board went into Executive Session at 1:32 pm. Debora Rimkus and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 3:00 pm. At that time, Secretary Weisbrod reported out the following:

The Board appointed Jason Farrington as the Professional Development Coordinator.

The Board created the 2025 election slate. Nominees will be notified.

OFFICE

Office reports were received and reviewed.

TREASURER / BUDGET

Treasurer’s report was received and reviewed.

Motion: Approve the expenditures from the cash account register from September 1, 2024 through February 28, 2025.

Made by Kundomal and seconded by Johanson

Motion approved

Other Budget reports were received and reviewed.

The Board went into Executive Session at 4:15 pm to discuss personnel matters. Debora Rimkus and Turi Suski were asked to stay for the Executive Session.

The Board exited Executive Session at 4:30 pm. At that time, Secretary Weisbrod reported out that no formal action was taken.

The 2025 AMATYC Spring Executive Board Meeting was suspended at 4:32 pm.

Next Board Meeting is April 12, 2025.

Saturday, April 12, 2025 (Virtual via Zoom)

Note: All times are EDT

The meeting was called to order at 11:04 am by President George Hurlburt. The following members of the Executive Board were present:

George Hurlburt	President	Alvina Atkinson	Southeast Vice President
Laura Watkins	Past President	Brandon Bartley	Midwest Vice President
Eddie Tchertchian	President-Elect	Dale Johanson	Central Vice President
Jonathan Weisbrod	Secretary	Jennifer Travis	Southwest Vice President
Kyle Kundomal	Treasurer	Jessica Bernards	Northwest Vice President
Sophia Georgiakaki	Northeast Vice President	Lindsey Gerber	West Vice President
Dennis Ebersole	Mid-Atlantic Vice President		

Also present were: Debora Rimkus, Executive Director; Turi Suski, Conference Coordinator

CONFERENCE

Conference Committee reports were received and reviewed.

OTHER CONFERENCE

Conference Evaluations and 2023-2024 Post Conference reports were received and reviewed.

ADMINISTRATIVE COMMITTEES

Administrative Committee reports were received and reviewed.

AD HOC COMMITTEES

Ad Hoc Committee reports were received and reviewed.

PARTNERSHIPS / MISCELLANEOUS

Partnerships and Miscellaneous reports were received and reviewed.

PARKING LOT

Discussion: Project ACCESS Fellow Degree Requirements

The Board discussed whether a master's degree should be required for ACCESS fellows.

Discussion: Research and Mentoring ANet – Math Explorations Research Forum (MERF)

The Board discussed AMATYC support MERF rather than just the ANet

Discussion: Statement about values of AMATYC

President Hurlburt will write a statement and share with the 3 P's.

Discussion: Social Media

The Board discussed having a content creator position. A Committee comprised of Tcherchian (chair), Kundomal, and Gerber was formed to explore options.

Discussion: Northeast Regional Conference

There is talk about having this regional conference. A motion to approve may be forthcoming.

Discussion: 30th Anniversary of Crossroads

The Board discussed ways to celebrate this. Gerber will coordinate.

Discussion: Communications Committee

The Board discussed communications needs that will occur post-my.amatyc

Discussion: ANet Mentoring Committee

The Board discussed ways to assist ANet Chairs. Committee was formed comprised of Hurlburt (chair), Johanson, Travis, and may include two ANet chairs.

Discussion: AMATYC Book Club

The AMATYC Book Club came up at an affiliate discussion. That affiliate is considering doing a book club.

The 2025 AMATYC Spring Executive Board Meeting was adjourned at 4:33 pm.

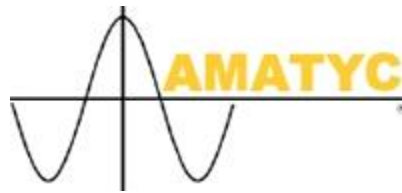
Next Board Meeting is May 15, 2025.

Jonathan Weisbrod, Secretary 2024 – 2025
April 12, 2025

George Hurlburt, President 2024 – 2025
April 12, 2025

ATTACHMENTS

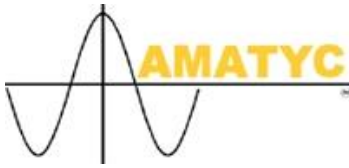
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**Order of Business – Meeting Agenda
Spring Board Meeting
AMATYC Executive Board
January 16, 2025**

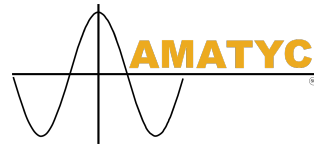
Page	Agenda Item	Who
	Call to Order	Hurlburt
Section A: Meeting Agenda		
A1	Order of Business	Hurlburt
A3	Rules of Conduct	Hurlburt
A4	(M) Adopt Rules of Conduct	Hurlburt
A5	(M) Adopt Order of Business	Hurlburt
Section L: Executive Session		
L1	(M) Appointments	Dudley
Section M: New Business		
M1	(M) Digital AMATYC Newsletter	Dudley/Hurlburt
M2	(M) Approval of 2024 FBM Minutes	Weisbrod
Section D: ANets		
D1	(R) Division and Department Leadership*	Ward/Bartley
D3	(R) Mathematics Pathways	Beatty/Atkinson
Section O: Parking Lot		
O1	Parking Lot	

O3	Motion to Suspend SBM	Hurlburt
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RULES OF CONDUCT
AMATYC January 2025 Meeting
January 16, 2025

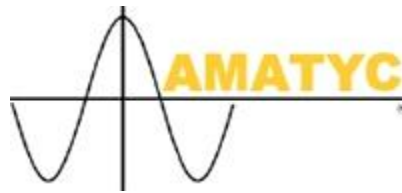
- A. Robert’s Rules of Order are used. The parliamentarian is **Brandon Bartley**.
- B. Additions or deviations to Robert’s Rules:
- Motions submitted after the deadline must have at least one co-sponsor.
 - Motions related to extended time will not be recorded in the minutes.
 - Motions that do not make it to the floor will not be noted in the minutes.
 - Motions that were discussed but withdrawn will be noted in the minutes.
 - Instances when gavel is passed back and forth are not mentioned in the minutes.
 - Attachments to the motions that are approved by the Board, but require slight modifications, will be edited by the person who wrote the motion and he/she will send the clean copy as well as one with track changes to the secretary after the board meeting.
 - Attachments of withdrawn motions will not be included in the minutes.
- C. The following time limits will be applied unless otherwise noted:
- | | |
|---|--|
| Reports (R) - 5 minutes | Times on individual items may be extended by a |
| Discussion items (D) – 10 minutes | majority vote of the Board. Some items in the agenda |
| Motions involving discussion (M) – 15 minutes | may have different values assigned than listed here. |
| | The timekeeper is Dennis Ebersole |
- D. No speaker may speak on a motion more than two times, and this will be monitored by the Parliamentarian. Members are encouraged to display the “thumbs up” or “thumbs down” signs rather than to use their speaking times to echo comments previously expressed. Order of speakers is not guaranteed and may be changed at the option of the Chair. Note that questions of clarification do not count as one of the two times a person is allowed to speak.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order, if appropriate. **Please silence all cell phones.** Refrain from computer use other than board business.
- F. The following individuals are asked to track items throughout the meeting.
1. Items relating to Conference: **Jessica Bernards** and **Dale Johanson** (Report to Turi at the end of FBM.)
 2. Items relating to Budget: **Brandon Bartley** and **Alvina Atkinson**. (Report to Kyle Kundomal prior to FBM so the information can be incorporated into the budget).
 3. Items relating to the Office: **Jennifer Travis** and **Lindsey Gerber**. (Report to Anne Dudley at end of FBM).
 4. Items relating to VPs: all VPs.
 5. Items to address at a future board meeting: **Laura Watkins** and **Kyle Kundomal**. (Report to the President at the end of FBM.)
 6. Items related to the PPM: **Eddie Tchertchian**. (Report to the President-elect at the end of FBM.)



AMATYC Appointments

Meeting: January 2025

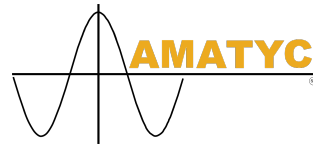
Appointee's Full Name	Term Begins	Term Ends	Term Length	Term No.	Committee or ANet	Position Description
Cheryl Cleaves	01/01/25	12/31/28	4 years	3	Foundation Board	Foundation Member
Nolan Outlaw	01/01/25	12/31/27	3 years	1	Conference Committee	Communications Coordinator



**Order of Business – Meeting Agenda
Spring Board Meeting
AMATYC Executive Board
February 20, 2025**

Page	Agenda Item	Who
	Call to Order	Hurlburt
Section A: Meeting Agenda		
A1	Order of Business	Hurlburt
A3	Rules of Conduct	Hurlburt
A4	(M) Adopt Rules of Conduct	Hurlburt
A5	(M) Adopt Order of Business	Hurlburt
Section L: Executive Session		
L1	(M) Appointments	Dudley
Section M: New Business		
M1	(M) PPM Section 2.7, Term Limits	Hurlburt
M3	(M) PPM Section 5.8.4 PD Committee	Hurlburt
M5	(M) PPM Section 11.1.2, PD Coordinator	Hurlburt
M10	(M) PPM Section 9.2 Guidelines for Board Reports	Dudley, Tchertchian
M13	(M) PPM Section 10.8.2 SRL Start Date	Dudley
M15	(M) PPM Section 7 National Office	Dudley
Section O: Parking Lot		

O1	Parking Lot	
O3	Motion to Suspend SBM	Hurlburt



AMATYC Appointments

Meeting: February 2025

Appointee's Full Name	Term Begins	Term Ends	Term Length	Term No.	Committee or ANet	Position Description
Jennifer Ward	01/01/25	12/31/27	3 years	1	Statistics: AMATYC/ASA Joint Committee	One of three AMATYC representatives in the joint ASA/AMATYC committee
Matthew Weber	04/01/25	03/31/28	3 years	2	Student Math League	SML Test Development Team / Southwest Regional Representative
Sam Pearsall*	04/01/25	03/31/26	3 years (1 year completion)	1	Student Math League	SML Test Development Team / West Regional Representative
Sarah Miller	01/01/25	12/31/27	3 years	3	Conference Committee	Roommate Network Director

*Sam Pearsall: This is a one-year appointment to complete an unfinished term for West Rep that is being vacated.

Appointee's Full Name	Term Begins	Term Ends	Term Length	Term No.	Committee or ANet	Position Description
Amanda Olson	04/01/25	03/31/28	3 years	2	Student Math League	SML Test Development Team / Central Regional Representative

Marked-up Version

2.7 Appointment Process

Types of Appointments

There are two types of appointments that the AMATYC Executive Board approves, normally at a Board meeting. The first type begins with Board input to the President who recommends for Board approval. The second type is one for which any AMATYC member may apply.

Term Limits

1. The term limit for all appointed positions (except the Executive Director, ~~and~~ Legal Advisor, ~~and at-large members of the Investments and Foundation Boards~~) shall be the lesser of three consecutive terms or 10 consecutive years. If a term limit of three consecutive terms would result in a total of more than 10 consecutive years in the same position, then the term limit would be lowered so that the total number of consecutive years is 10 or less.

Clean Version

2.7 Appointment Process

Types of Appointments

There are two types of appointments that the AMATYC Executive Board approves, normally at a Board meeting. The first type begins with Board input to the President who recommends for Board approval. The second type is one for which any AMATYC member may apply.

Term Limits

1. The term limit for all appointed positions (except the Executive Director, Legal Advisor, and at-large members of the Investments and Foundation Boards) shall be the lesser of three consecutive terms or 10 consecutive years. If a term limit of three consecutive terms would result in a total of more than 10 consecutive years in the same position, then the term limit would be lowered so that the total number of consecutive years is 10 or less.

Marked-up Version

5.8.4 Professional Development Committee <SPO 2022>

Membership <SBM 2010><SPO 2022><SBM 2025>

~~The Professional Development Committee shall be composed of at least three Regional Vice Presidents and at least one national officer besides the President. The President, the Conference Coordinator, the Professional Development Coordinator, Assistant Professional Development Coordinator, the Traveling Workshop Coordinator, and the Webinar Coordinator are ex-officio members of this committee.~~

The Professional Development Committee is chaired by the Professional Development Coordinator and is composed of at least three Regional Vice Presidents, the President, the Conference Coordinator, the Online Community Coordinator, the Webinar Coordinator, and at least one national officer other than the President.

Purpose

Create, Monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

Clean Version

5.8.4 Professional Development Committee <SPO 2022>

Membership <SBM 2010><SPO 2022><SBM 2025>

The Professional Development Committee is chaired by the Professional Development Coordinator and is composed of at least three Regional Vice Presidents, the President, the Conference Coordinator, the Online Community Coordinator, the Webinar Coordinator, and at least one national officer other than the President.

Purpose

Create, monitor, coordinate, and evaluate AMATYC's professional development efforts in order to provide the membership with high quality opportunities and a wide breadth of activities.

Marked-up Version

11.1.2 Professional Development Coordinator <SBM 2010><12/2018><SBM 2025>

The Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members. <SBM 2010>

The Professional Development Coordinator is ~~an ex-officio member~~the chair of the Professional Development Committee of the AMATYC Executive Board.

The Professional Development Coordinator will work with the AMATYC Executive Board, the AMATYC Office, and the AMATYC membership to coordinate professional development opportunities for mathematics educators teaching students in the first two years of college.

Appointment Process

The Professional Development Coordinator is recommended by the President and appointed by the AMATYC Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the end date is December 31. The term limit is three consecutive terms; exceptions may be granted by the AMATYC Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the AMATYC Executive Board.

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills
3. Proficient technology skills and access to fast and reliable ~~I~~Internet service.
4. Experience in program evaluation.
5. Experience in leading professional development activities.
6. Well organized and able to work on a regular schedule.
7. Ability to respond to requests for professional development promptly.
8. Ability to work with colleagues and to provide leadership and vision.
9. Ability to take direction from and work with others cooperatively.
10. Experience promoting and marketing educational programs and activities.
11. Experience collaborating with educational organizations and corporate entities.

Duties

1. Serve as ~~an ex-officio member~~the chair of the Professional Development Committee.
2. Work with the Professional Development Committee to monitor an annual budget for professional development opportunities.
3. Advocate for AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of mathematics faculty teaching students in the first two years of college.

4. Coordinate and encourage the development of professional development opportunities and activities.
5. Provide the AMATYC Website Coordinator with updated information on the current and future professional development opportunities, ~~including ensuring that the professional development form on the AMATYC website is updated.~~
6. Coordinate the promotion of professional development opportunities, through activities such as, but not limited to, ~~the Professional Development Brochure,~~ communication with AMATYC affiliates and institutional members, preparation of articles about Professional Development for the *AMATYC News*, maintaining an ad for the *MathAMATYC Educator*, and working with the Social Media Committee.
7. Develop, maintain, and review evaluation procedures for professional development opportunities
8. Evaluate existing professional development opportunities and make recommendations concerning which to maintain, which to modify, and which to discard as AMATYC moves forward.
9. Maintain historical records of past professional development events.
10. Work with the Professional Development Committee, Conference Committee, ANet Chairs, to identify and recruit facilitators of professional development activities.
11. Assist the Conference Committee with virtual conferences.
- ~~12. Assist with position statement hearings.~~
- ~~13.~~12. Collaborate with other educational organizations and related corporate entities to provide professional development opportunities and activities to mathematics educators teaching students in the first two years of college.
- ~~14.~~13. Work with the AMATYC Grants Coordinator, as needed, to provide input for grants which involve funding for professional development activities and opportunities.
- ~~15.~~14. Maintain regular contact with the AMATYC Office regarding professional development opportunities and activities.
- ~~16.~~15. Submit a written AMATYC Executive Board report twice annually (2/15 and 9/15) to the AMATYC Executive Board liaison using the format provided by the AMATYC Executive Board.
- ~~17.~~16. Perform other duties necessary to promote successful professional development opportunities.

Additional Professional Development Information

1. Promote ~~F~~aculty ~~L~~earning ~~C~~ommunities among AMATYC members
2. Connect with researchers interested in sharing their findings with AMATYC

Clean Version

11.1.2 Professional Development Coordinator <SBM 2010><12/2018><SBM 2025>

The Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members. <SBM 2010>

The Professional Development Coordinator is the chair of the Professional Development Committee of the AMATYC Executive Board.

The Professional Development Coordinator will work with the AMATYC Executive Board, the AMATYC Office, and the AMATYC membership to coordinate professional development opportunities for mathematics educators teaching students in the first two years of college.

Appointment Process

The Professional Development Coordinator is recommended by the President and appointed by the AMATYC Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the end date is December 31. The term limit is three consecutive terms; exceptions may be granted by the AMATYC Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the AMATYC Executive Board.

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills
3. Proficient technology skills and access to fast and reliable Internet service.
4. Experience in program evaluation.
5. Experience in leading professional development activities.
6. Well organized and able to work on a regular schedule.
7. Ability to respond to requests for professional development promptly.
8. Ability to work with colleagues and to provide leadership and vision.
9. Ability to take direction from and work with others cooperatively.
10. Experience promoting and marketing educational programs and activities.
11. Experience collaborating with educational organizations and corporate entities.

Duties

1. Serve as the chair of the Professional Development Committee.
2. Work with the Professional Development Committee to monitor an annual budget for professional development opportunities.
3. Advocate for AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of mathematics faculty teaching students in the first two years of college.
4. Coordinate and encourage the development of professional development opportunities and activities.
5. Provide the AMATYC Website Coordinator with updated information on the current and future professional development opportunities.
6. Coordinate the promotion of professional development opportunities, through activities such as, but not limited to, communication with AMATYC affiliates and institutional members, preparation of articles about Professional Development for the *AMATYC News*, maintaining an ad for the *MathAMATYC Educator*, and working with the Social Media Committee.
7. Develop, maintain, and review evaluation procedures for professional development opportunities

8. Evaluate existing professional development opportunities and make recommendations concerning which to maintain, which to modify, and which to discard as AMATYC moves forward.
9. Maintain historical records of past professional development events.
10. Work with the Professional Development Committee, Conference Committee, ANet Chairs, to identify and recruit facilitators of professional development activities.
11. Assist the Conference Committee with virtual conferences.
12. Collaborate with other educational organizations and related corporate entities to provide professional development opportunities and activities to mathematics educators teaching students in the first two years of college.
13. Work with the AMATYC Grants Coordinator, as needed, to provide input for grants which involve funding for professional development activities and opportunities.
14. Maintain regular contact with the AMATYC Office regarding professional development opportunities and activities.
15. Submit a written AMATYC Executive Board report twice annually (2/15 and 9/15) to the AMATYC Executive Board liaison using the format provided by the AMATYC Executive Board.
16. Perform other duties necessary to promote successful professional development opportunities.

Additional Professional Development Information

3. Promote faculty learning communities among AMATYC members
4. Connect with researchers interested in sharing their findings with AMATYC

Track Changes Version

9.2 Guidelines for Board Reports

The general purpose of each report is to help the ANet focus on its work for the year, and to inform the AMATYC Executive Board about the group's recent and projected activities.

~~Post-Conference Report—due December 15~~

~~The Post-Conference Report is submitted by ANet chairs and should include a summary of all group-related activities at the AMATYC Annual Conference. It should be structured using the appropriate form on the internal website. In addition to summarizing sponsored conference events, it should include the meeting agenda and minutes. These minutes may be in bulleted form and are intended to provide a quick snapshot of the group's meeting during the fall conference. Names of attendees (showing their state affiliation) should be included. ANet Executive Committee representatives should be marked on this list with an asterisk. The Post-Conference Report should be submitted to the President, Board Liaison, and Treasurer. It must also be included with the expense reimbursement form for the conference that is sent to the Treasurer; the Treasurer cannot reimburse without this. Conference reimbursement for ANet chairs is contingent upon active, productive group involvement.~~

~~Spring and Fall Board Meeting Reports - due March 1 ~~February 15~~ and September 15~~

~~The Spring and Fall Board reports, submitted by ANet chairs, provide a detailed description of the current state of the ANet as well as plans for the upcoming year. Reports should be structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms posted on the [internal-sitshared drive](#). Spring and Fall AMATYC Executive Board Meeting Reports should be submitted to the Board Liaison.~~

NOTE: Effective January 1, 2022, sections 9.3 – 9.7 no longer exist. These deleted sections can be obtained by contacting the AMATYC Office.

Clean Version

9.2 Guidelines for Board Reports

The general purpose of each report is to help the ANet focus on its work for the year, and to inform the AMATYC Executive Board about the group's recent and projected activities.

Spring and Fall Board Reports - due March 1 and October 1

The Spring and Fall Board reports, submitted by ANet chairs, provide a detailed description of the current state of the ANet as well as plans for the upcoming year. Reports should be

structured and comprehensive and include, but not be limited to, the headings found on the appropriate forms posted on the shared drive. Spring and Fall AMATYC Executive Board Meeting Reports should be submitted to the Board Liaison.

NOTE: Effective January 1, 2022, sections 9.3 – 9.7 no longer exist. These deleted sections can be obtained by contacting the AMATYC Office.

Track Changes Version

10.8 Student Research League (SRL)<FBM 2019> <email motion #7><SBM 2020>

10.8.2 Student Research League Rules

E. Dues

The annual dues are \$35 for the first individual/team student(s) of each college, and \$20 per team for each additional individual/team student(s) and must be received by AMATYC no later than March 15th. This money is used for scholarships, prizes and for printing/ mailing expenses. All registration will be handled electronically. Registration begins January-~~15th~~^{1st}.

Institutional members as of March 15th may have one complimentary SRL registration.

Clean Version

10.8 Student Research League (SRL)<FBM 2019> <email motion #7><SBM 2020>

10.8.2 Student Research League Rules

E. Dues

The annual dues are \$35 for the first individual/team student(s) of each college, and \$20 per team for each additional individual/team student(s) and must be received by AMATYC no later than March 15th. This money is used for scholarships, prizes and for printing/ mailing expenses. All registration will be handled electronically. Registration begins January 15th.

Institutional members as of March 15th may have one complimentary SRL registration.

7. National Office

7.1 General Office Policies

7.2 Office Personnel

7.1 General Office Policies

This section delineates the assistance that the officeOffice provides for certain AMATYC functions. Use of the term, "The officeOffice", means that the officeOffice staff will carry out the task under the direction and supervision of the Executive Director. The appropriate section of the AMATYC Policy and Procedures Manual and other AMATYC documents should be consulted for specific deadlines not contained in this document and for further clarification.

Submission of Projects

- ~~1.~~ All unscheduled work ~~submitted~~requested to be done by the officeOffice should be accompanied by a Work Request form (available on the AMATYC internal website) submitted by email to office@amatyc.org. This email should fully ~~describing~~describe the work to be done and any deadlines involved.
- ~~2.~~ Incomplete information will cause delay in both scheduling and completion of the project. ~~The same Work Request form is used when ordering mailing labels or lists from the AMATYC database. The ordering of labels and lists must be approved in advance either by policy or by special approval of the President.~~
- ~~3.~~ Technology should be utilized as much as possible to transmit information. ~~Software used should be Microsoft Office compatible or Adobe pdf. Provide the office with as much detail as possible when submitting document (i.e., filename, software name, version, fonts, etc.).~~

Coordination of Work Assignments

- ~~1.~~ 1. The officeOffice staff is assigned tasks connected with conference, membership services, and financial matters, along with large publication projects and forms maintenance/distribution. The officeOffice will coordinate printing and mailing for large projects (generally regional or larger).

~~2.~~ ~~2.~~ The ~~office~~Office staff does NOT have discretionary power to add projects that would disrupt the planned ~~work-flow~~workflow. When such projects fall within the parameters established to utilize the services of the ~~office~~Office, the AMATYC leader involved should contact the Executive Director. The Executive Director will either place the project into the work schedule of the ~~office~~Office staff or consult the President for resolution.

Communicating with the Office

1. ~~1.~~ Use office@amatyc.org when communicating with the Office. This will reach the Office staff and Executive Director.
2. The AMATYC ~~office~~Office should be kept informed regarding the date and location of all AMATYC events as well as name/address/e-mail/phone/fax information for chairperson(s) or other contact persons.
3. ~~2.~~ A copy of important memos, requests and other documentation regarding work to be performed by the ~~office~~Office should be sent to the Executive Director. ~~Communication with the Executive Director and Office Director regarding office matters is extremely important.~~
4. ~~3.~~ When forms or documents are revised, ~~each member of~~ the AMATYC ~~leadership~~Office should ~~provide the AMATYC office~~be provided with a digital copy of those forms or documents ~~and forms used in that position. Electronic copies should be provided.~~ The month/year of revision should be placed at the bottom ~~right hand side~~ of the form. ~~A cover letter~~An email describing the usage of the form or document and its distribution should be included when the form is sent to the ~~office~~Office. The ~~office~~Office will archive the forms and provide the most current form version in its files to the AMATYC leadership upon request. Forms used by a wider variety of positions are available on the AMATYC ~~internal website~~Google drive.
5. ~~4.~~ Whenever communications that contain information about special projects, procedures, etc. are sent from the AMATYC leadership to a significant group of leaders or members, a copy ~~is~~should be forwarded to the AMATYC ~~office~~Office to be placed on file.

Miscellaneous Policies

1. ~~1.~~ The ~~office~~Office will send reminders about major deadlines as delineated in

policy.

~~2.~~ ~~2.~~ In the event of notification of the death of any AMATYC member, the ~~office~~Office shall notify the ~~officers~~Board and the AMATYC News Editor.

~~1.3.~~ _____ When traveling for AMATYC business, ~~a full-time staff~~an Office employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director. <SBM 2012>

[7.1.1 ElectronicWebsite Services](#)

[7.1.2 Printing Services](#)

[7.1.3 Conference Services](#)

[7.1.4 Membership Services](#)

[7.1.5 Office Equipment Replacement Cycle](#)

7.1.1 [ElectronicWebsite Services](#)

The following "read only" ~~electronic services are offered through the AMATYC office.~~ All content of the AMATYC web ~~pagesite (excluding revisions)~~ requires the ~~prior~~ approval of the Executive Director, the President, and/or the liaison to the Website Coordinator ~~in consultation with the President.~~ <SBM 2009>

The Office will provide information for:

1. Employment Opportunity Database (see [Job Postings](#))
- ~~2.~~ AMATYC Leadership Listing
- ~~2.~~ : An electronic version of the name, AMATYC position, professional address, phone, ~~fax and email address as found in the AMATYC Directory,~~ for ~~officers~~the Board, committee chairs, and ANet chairs, ~~and conference chairs.~~
3. Conference and Event Information
- ~~4.~~ A database containing speaker forms, program information, and registration forms for the annual AMATYC conference, institutes, and workshops.
- ~~4.~~ Permission to link

5. : Although the statement posted on the AMATYC website states that others may create links to any URL on the website without receiving prior permission, the AMATYC Office is empowered to approve requests asking for permission to link to www.amatyc.org. The requestor should be emailed a statement that describes the permission, ~~asks them not to use the logo as a link or button~~, to share their URL with us, and thanks the person for their support. The Office will establish an acceptable and manageable process.

7.1.2 Printing Services

Procedure for Requesting Printing

1. The following information should accompany ~~camera-ready~~electronic documents that are to be printed ~~and distributed~~ at the AMATYC Office:
 - a) ~~Common~~ callfile name for the document.
 - b) ~~Printing instructions~~ (number of copies, paper size, type and color, ink specification, cover requirements, binding requirements, etc.) These instructions MUST be in writing. ~~A Southwest Tennessee Community College Print Shop form can be used as a guide or in lieu of narrative instruction.~~
 - c) ~~Distribution requirements~~ (first class mailing, bulk rate mailing, databases to use, etc.)
 - d) ~~Budgetary authorization~~ from appropriate budget manager with account numbers for the posting of printing and postage accounts amounts.
 - e) ~~Deadline for receipt~~ mailing of publication ~~at final destination~~.
2. The scheduling of documents that are not listed in the ~~office~~Office procedures section of this manual should be done through the Executive Director: who will either place the project into the work schedule of the Office staff or consult the President for resolution. The ideal ~~arrangement~~process is for the Board liaison for the requesting committee chair, ANet chair, institute director, etc. to receive the document, verify that it is ready for publication and then forward it to the ~~AMATYC office~~. ~~If circumstances make this arrangement impractical, the liaison must schedule the printing job with the Executive Director, communicate the necessity of strict adherence to deadlines to the appropriate persons, and follow up with the Executive Director to see that the deadlines have been met.~~ Executive Director and the AMATYC Office for production.
3. ~~Keep in mind that the~~The AMATYC staff cannot work on unscheduled projects without the approval of the Executive Director and the Executive Director cannot approve work that has not been budgeted for unless authorization is received by the AMATYC Treasurer. ~~Please anticipate delays~~Delays may occur if approval must be solicited from the Expenditure Approval Committee.
4. Generally, printing and mailing of lengthy documents or publications being sent at least to the entire membership in a region should be done by the ~~office~~Office, unless it is less expensive to do the printing and mailing elsewhere or special circumstances mean completion of the project at the ~~office~~Office would be ~~too awkward~~impractical.

The President, in consultation with the Executive Director, will make the final decision about printing and/or mailing the project.

- The officeOffice will assist in determining the number of copies of documents. When printing will be done other than at the officeOffice, the person in charge of the project should request mailing labelsaddresses from the officeOffice in writing, using the Internal Label/List Order Form, Email Address List Request Form, approximately three weeks before the actual mailing date of the publication.

Distribution of AMATYC Promotional Materials

- The AMATYC officeOffice will prepare and send packets of AMATYC promotional/informational materials to AMATYC and AMATYC-related event directors as indicated below. The initiator shall complete an AMATYC Work Request specifying the materials to be included:

Activity	Initiator	Send to	Request by	Quantity
AMATYC Summer Institute	SI Liaison	SI Directors	May 1	30 / <u>per</u> Institute
Traveling Workshop	TW Coordinator	TW Hosts	When TW scheduled	Information provided by initiator
AMATYC Regional Conference	Regional VP	Regional Conference Chair	3 <u>2</u> months before conference	Information provided by initiator
Workshops, Steering Committees, Grant Activities, Special Projects, etc.	Grant PIs <u>SPIs</u> , others	Information provided by initiator	As soon as event info is finalized	Information provided by initiator

- The officeOffice will send copies of the following documents to the appropriate position(s):

- ~~○~~ ○ AMATYC Membership Brochures to each institute director for inclusion in the packets of attendees.
- ~~○~~ ○ The office will duplicate and distribute the agenda booklet for AMATYC Executive Board meetings, if requested by the President. Agenda booklets are distributed to officers, Conference Coordinator, and Executive Director.
- ~~○~~ ○ Extra copies of the conference flyer and miniprogram, to officers, Local Events Coordinator, Advertising Chair and Exhibits Chair, and Program Coordinator.
- ~~○~~ ○ Extra copies of Summer Institute and Workshop mailing(s) to officers and Summer Institute Directors;

- ~~Extra copies of the *AMATYC News* to officers and editor of the newsletter; an early copy of each newsletter should be sent to the Website Coordinator so that person can update the website, as needed.~~
- ~~AMATYC Policy and Procedures Manual, AMATYC Membership Brochures, stationary, important forms when revised and at the time of change in office to all officers, committee chairs, ANet chairs, conference chairs, coordinators and directors, editors. AMATYC Executive Board Members and other leaders will receive access to the Policy and Procedures manual electronically and as a paper copy. Committee and ANet chairs and other appropriate members of the AMATYC leadership will receive the Policy and Procedures manual only electronically. <FBM 2008>~~

Label and Email Address List Requests

Upon receipt of the approved request forms, the Office will generate labels/lists for databases an email address list for use by an AMATYC leader in connection with executing the duties of that position. ~~Some labels/lists are automatically generated and distributed by the Office. See the Internal Office Procedures Manual for a listing.~~

The following labels/lists are generated by the Office upon request from any member of the AMATYC Executive Board. Labels/lists may be printed and sent by mail or forwarded by email attachment to be printed by the requestor. Other labels/lists routinely generated by the office:

1. ~~President, Past President, President Elect, Secretary, Treasurer: labels for AMATYC Executive Board~~
2. ~~Secretary: labels/list for Delegate packet distribution~~
3. ~~Regional Vice Presidents and Treasurer:

 - a) ~~Labels for AMATYC Executive Board~~
 - b) ~~Active members list by region (quarterly)~~
 - c) ~~Non-renewals list by region (quarterly)~~
 - d) ~~Active membership list on June 1~~
 - e) ~~Two Year Colleges list by region on June 1~~
 - f) ~~Prospective list as requested~~
 - g) ~~Pre-registered conference attendees list by region~~~~
- 4.1. Office include: *MathAMATYC Educator Editor*: one set labels (or Production Manager or Mailing Service: an electronic file) to mailing service for of AMATYC members in zip order (twice yearly) for each issue.
- 5.2. AMATYC News Editor: one set labels (or Mailing Service: an electronic file) to mailing service for of AMATYC members who have opted in zip order sent to paper

~~issues in addition to mailing vendor Institution and Library Members for each issue of the News. Additionally, labels for prospective list will be provided as requested for the Winter Issue in even-numbered years.~~

- ~~6. Candidates for office may receive one set of electronic file of labels without cost.~~
- ~~7. Committee chairs, ANet chairs, and AMATYC officers should receive labels/list free of charge when they are used email addresses. See section 4.3.3.3 Item #4 for AMATYC business.~~
- ~~8. Committee and ANet mailing lists: all mailing lists should include members of the AMATYC Executive Board.~~
- ~~9.3. Affiliates: may receive appropriate labels/lists details on a complimentary basis upon request of their Regional Vice President use.~~

Mailing Policies

- ~~1. Members of the organization who are entitled to mailing lists/labels can be found in the Label and List Requests section. The American Mathematical Association of Two-Year Colleges (AMATYC) has mailing labels/and/or email address lists available for a fee on a one-time rental basis for sending announcements and other materials of a professional nature. An application form can be obtained from the office Office or on the AMATYC Treasurer website. These mailings must be approved by the AMATYC President.~~
- ~~2. Free mailing labels of active AMATYC Members and/or the college database shall be complimentary to other national mathematical professional organizations for the purpose of mailing informational newsletters or policy statements. Preparation of these mailing labels must be approved by the AMATYC President.~~
- ~~3.2. Once the initial distribution of an official AMATYC document is complete, a charge will be assessed for production and handling of additional dissemination of this document. Charges are to cover costs and postage only. These charges will be determined by the Executive Director in consultation with the office Office staff.~~
- ~~4.3. Whenever expedited, confirmed mailing or shipping is needed to ship AMATYC materials, FedEx shipping should be used. The mailer must contact the AMATYC Office to request a prepaid FedEx shipping label as an electronic file. For mailing of other large documents, use of USPS Priority Mail Flat Rate envelopes is strongly encouraged.~~

7.1.3 Conference Services

1. The Office Director will send an electronic message ~~from the President~~ to all AMATYC members on November 1 and January 15 each year from the AMATYC email account to remind members of the February deadline for submitting proposals for the subsequent conference.

2. Specially developed conference information and a cover letter written by the President should be sent to department chairs for colleges within a reasonable driving distance of the annual conference. (The Regional Vice President will provide a list of department chairs).
3. The ~~office~~Office will assist with the following conference related tasks.
 - ~~○ Use of airline passes~~
 - ~~○ Flyers/postcards (Call for proposals announcement—Spring announcement)~~
 - ~~○ miniprogram~~
 - Digital Marketing (i.e. Call for Proposals, Hotel Information and Advance Conference Flyer)
 - Digital Program
 - ~~○~~• Financial preparation
 - ~~○~~• Data preparation
 - ~~○ Speaker letters~~
 - ~~○ Presider letters~~
 - ~~○ Registration packets~~
 - ~~○ Labels/lists~~
 - ~~○ Conference program~~
 - Email Address Lists
 - Website pdf development for hotels, registration, schedule-at-a-glance, getting to the hotel, digital program, etc.
4. The Executive Director and the appropriate full-time staff members will attend the conference to ~~assist with~~oversee the following tasks:
 - ~~○~~• Conference registrationRegistration
 - ~~○ Transferring name and signatures on financial accounts~~
 - Plaque and Badge Distribution
 - Award and Honorarium Check Distribution
 - Regional Meeting Material Distribution
 - Project ACCESS Support
 - Foundation Donations
 - Exhibitor Badges and Support Materials Distribution
 - Other Members/Attendees Needs (as they arise)
5. The ~~office~~Office will be responsible for receipt of all monies from conference participants, preparation of deposits, and maintenance of a computer database of

conference information. Insurance billing and annual summary sheets are sent to the Accounting Director, who pays the premium by Office Check Disbursement Payment/Reimbursement form. The Accounting Director forwards ensures that access is provided to the annual summary sheets tofor the President and Treasurer.

6. The officeOffice will provide the following to the Exhibits Chair.
 - Information regarding the preparation of registration packets for the exhibitors at least two months prior to the conference.
 - Exhibitor database (electronically if possible) once yearly.

7.1.4 Membership Services

2. The AMATYC Membership Brochure/Flyer should be prepared or revised by the Membership Committee, and reviewed by the Office, President, President-Elect, and Treasurer.
3. The Office is responsible for preparing and mailing (or emailing) all membership renewal notices as indicated in the Policy and Procedures Manual. The Office then receives renewal monies and updates the membership database.
4. Membership communications shall include:
 - Email reminder of renewal date sent 60 days and 37 days prior to renewal date. Includes benefits and promotional information about membership.
 - Mail hardcopy reminder 30 days prior to renewal date. The design and content of the hardcopy notice will be agreed upon by the AMATYC Office and the Membership Committee.
 - On renewal date, send an email 'Oops' notice. Remind the lapsing member that loss of membership will mean loss of benefits including the Journal mailings. (Non-renewing members are called prospective members.)
 - Emails about the conference will be sent to all prospective members (along with members.)
 - Six months after the membership lapses the Office will send a "we've missed you" email to lapsed members. The content and design of this email will be agreed upon by the Office and the Membership Committee.
5. Membership data will be pulled from the database twice yearly, on January 1 and July 1. The January 1 data will be included in the Spring Board meeting agenda. As an annual summary, the Spring Board meeting report will include historical data in addition to current membership numbers (as of January 1) by region. The July 1 data is used to calculate delegates for the Delegate Assembly.
- 1.6. Each January the Office will identify all prospective and lapsed members whose records in the database show no activity in the previous ~~four~~six years. Once the names have been identified, a file reflecting the proposed inactive list will be emailed to the AMATYC Executive Board. Any errors in the proposed inactive file will

be sent to the Office. The inactive records will then be moved to stale and removed from the system. The inactive list will be archived in a spreadsheet.

Final notification letters will be sent by ~~first class mail~~ email to lapsed members on this list encouraging them to rejoin. These lapsed members will be moved into an inactive file in the database at the next purge cycle. ~~<FBM 2012>The names of prospective members without any activity will be moved out of the prospective file and will not receive further mailings. The records will be kept for one year and will be purged the following January.~~

- ~~2. Membership reports will be generated quarterly, on January 1, April 1, July 1, and October 1, with the reporting period from January 1–December 31. The January 1 quarterly report will be included in the Spring Board meeting agenda. As an annual report, the January 1 report will include historical data in addition to current membership numbers by region. The other three quarterly reports (April 1, July 1, and October 1) will include current membership data only and will be distributed to the Board electronically. <FBM 2008>~~
- ~~3. The office is responsible for preparing and mailing all membership renewal notices as indicated in the Policy and Procedures manual. The office then receives renewal monies, updates the membership database, and mails membership cards.~~

~~The AMATYC Office will notify members of their membership status according to the schedule shown.~~

~~Adopted calendar based membership renewal method. <FBM 2012>~~

~~Target Implementation Date: 02/28/2013~~

~~+60 days Email renewal notification (1)~~

~~+37 days Email reminder~~

~~+30 days Mail hardcopy renewal notice (2)~~

~~0 days (expiration date) Email "oops" notice~~

~~-30 days Email notice of lapsed status and removal from mailing list~~

~~(1) Includes "r;greening," Bring a Friend, and discount on professional development statements.~~

~~(2) The design and content of the hardcopy notice will be agreed upon by the AMATYC Office and the Membership & Marketing Committee.~~

~~Given that a motion passes, the Office will produce a calendar for the other three expiration date groups with an understanding of the need to take the Winter Break into account for the 2/28 expiration group. <SBM 2010>~~

~~After sending an email notice of lapsed status at the 30 point in the schedule, The AMATYC Office will no longer send the AMATYC News or the MathAMATYC Educator journal to lapsed members.~~

~~The AMATYC Office continues to send twice yearly mailings to lapsed members for a period of three years.~~

~~1. The Office will mail materials marketing the annual AMATYC Conference according to the schedule for this mailing to lapsed members.~~

~~2. Six months after the conference mailing, the Office will send a "we've missed you" email to lapsed members. The content and design of this email will be agreed upon by the Office and the MMC.<SBM 2010>~~

~~4. The AMATYC Membership Brochure should be prepared by the Office and reviewed by the President, President Elect, and Treasurer.~~

7.1.5 Office Equipment Replacement Cycle <FBM 2012><FBM 2019>

The following is a guide only, not a mandate. If equipment does not need to be replaced, the purchase may be postponed. In that case, funding may need to be budgeted differently than indicated below.

EQUIPMENT REPLACEMENT CYCLE

Year 1: (2021 /2025/ <u>2029</u>)	Budget
Replace Technical Director's computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer (color laser)	\$2000
Purchase Conference Coordinator's laptop	\$1500
Year 2: (2022 /2026/ <u>2030</u>)	
Replace Accounting Director's computer	\$1500
Purchase Secretary's laptop and printer	\$1800
Purchase President-Elect's equip choice	\$2000
Purchase Executive Director's equip choice	\$1800

Year 3: (~~2023~~/2027/2031)

Replace Office Director's computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer/fax (laser, multifunction, 11 x 17)	\$2500
Replace Office scanner	\$1000

Year 4: (~~2020~~/~~2024~~/2028/2032)

Replace Publication Director's computer	\$1500
Replace Office laptop and travel printer	\$1800
Purchase Treasurer's laptop	\$1500
Purchase President-Elect's equip choice	\$2000

7.2 Office Personnel[7.2.1 Office Personnel Policies](#)[7.2.2 Executive Director](#)[7.2.3 Office Director Duties](#)[7.2.4 Publications Director Duties](#)[7.2.5 Accounting Director Duties](#)[7.2.6 Technical Clerk Duties](#)**7.2.1 Office Personnel Policies**

1. AMATYC policy with respect to salaries for its employees is to support its employees at least at the same level as Southwest Tennessee Community College employees. This means that they will receive the same bonuses, cost of living increases, and longevity increases as are accorded Southwest Tennessee Community College's staff. Currently Southwest Tennessee CC does not have a process for merit raises.
2. The Executive Director will promptly send the President and Treasurer any documentation of bonuses, cost of living increases, and longevity increases when

they are authorized. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.

See also [Section 6.6 Budget Preparation, holiday gift](#)

7.2.2 Executive Director

[\(omitted here as it was updated in 2024\)](#)

7.2.3 Office Director Duties

Primary responsibilities are, but not limited to: membership database management and reporting, computer maintenance and upgrades, general office operations including conference preparations, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director. [A full job description is on file.](#)

7.2.4 Publications Director Duties

Primary responsibilities are, but not limited to: preparing typeset presentation of AMATYC publications (i.e., newsletter, brochures, stationary, conference flyers, ~~miniprogram~~ and [digital](#) program), sending ~~second draft~~[final copy](#) of all publications to the Website Coordinator, coordinating with the printer to maintain production standards, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director. [A full job description is on file.](#)

7.2.5 Accounting Director Duties

Primary responsibilities are, but not limited to: managing and reporting accounts, working with the Treasurer to maintain appropriate fiscal policies, processing accounts receivable/payable, auditing financial records, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director. [A full job description is on file.](#)

7.2.6 Technical Clerk Duties <FBM 2015>

Primary responsibilities are, but not limited to: greeting visitors; answering the phone and directing calls; ~~updating and maintaining the organization's policy manual~~, assisting with the database system – including but not limited to: the renewal process, posting and printing payments, collecting data and drafting summaries or reports; assisting with mailings and information requests; providing pre-and post-conference support by completing tasks as assigned and maintaining office supplies. Other duties as assigned by the Executive Director or Office Director. [A full job description is on file.](#)

CLEAN version

7. National Office

7.1 General Office Policies

7.2 Office Personnel

7.1 General Office Policies

This section delineates the assistance that the Office provides for certain AMATYC functions. Use of the term, "The Office", means that the Office staff will carry out the task under the direction and supervision of the Executive Director. The appropriate section of the AMATYC Policy and Procedures Manual and other AMATYC documents should be consulted for specific deadlines not contained in this document and for further clarification.

Submission of Projects

All unscheduled work requested to be done by the Office should be submitted by email to office@amatyc.org. This email should fully describe the work to be done and any deadlines involved. Incomplete information will cause delay in both scheduling and completion of the project.

Coordination of Work Assignments

1. The Office staff is assigned tasks connected with conference, membership services, and financial matters, along with large publication projects and forms maintenance/distribution. The Office will coordinate printing and mailing for large projects (generally regional or larger).
2. The Office staff does NOT have discretionary power to add projects that would disrupt the planned workflow. When such projects fall within the parameters established to utilize the services of the Office, the AMATYC leader involved should contact the Executive Director. The Executive Director will either place the project into the work schedule of the Office staff or consult the President for resolution.

Communicating with the Office

1. Use office@amatyc.org when communicating with the Office. This will reach the Office staff and Executive Director.
2. The AMATYC Office should be kept informed regarding the date and location of all AMATYC events as well as name/address/e-mail/phone/fax information for chairperson(s) or other contact persons.
3. A copy of important memos, requests and other documentation regarding work to be performed by the Office should be sent to the Executive Director.
4. When forms or documents are revised the AMATYC Office should be provided with

a digital copy of those forms or documents. The month/year of revision should be placed at the bottom of the form. An email describing the usage of the form or document and its distribution should be included when the form is sent to the Office. The Office will archive the forms and provide the most current version in its files to the AMATYC leadership upon request. Forms used by a wider variety of positions are available on the AMATYC Google drive.

5. Whenever communications that contain information about special projects, procedures, etc. are sent from the AMATYC leadership to a significant group of leaders or members, a copy should be forwarded to the AMATYC Office to be placed on file.

Miscellaneous Policies

1. The Office will send reminders about major deadlines as delineated in policy.
2. In the event of notification of the death of any AMATYC member, the Office shall notify the Board and the AMATYC News Editor.
3. When traveling for AMATYC business, an Office employee may request a cash advance to cover anticipated expense (i.e. baggage handling, tips, meals, etc.). The amount will be determined by length of travel and in consultation with the AMATYC Treasurer and Executive Director. <SBM 2012>

[7.1.1 Website Services](#)

[7.1.2 Printing Services](#)

[7.1.3 Conference Services](#)

[7.1.4 Membership Services](#)

[7.1.5 Office Equipment Replacement Cycle](#)

7.1.1 Website Services

All content of the AMATYC web site (excluding revisions) requires the approval of the Executive Director, the President, and/or the liaison to the Website Coordinator. <SBM 2009>

The Office will provide information for:

1. Employment Opportunity Database (see [Job Postings](#))
2. AMATYC Leadership Listing: An electronic version of the name, AMATYC position, professional address, phone, and email address, for the Board, committee chairs, and ANet chairs.
3. Conference and Event Information

4. A database containing speaker forms, program information, and registration forms for the annual AMATYC conference, institutes, and workshops.
5. Permission to link: Although the statement posted on the AMATYC website states that others may create links to any URL on the website without receiving prior permission, the AMATYC Office is empowered to approve requests asking for permission to link to www.amatyc.org. The requestor should be emailed a statement that describes the permission, to share their URL with us, and thanks the person for their support. The Office will establish an acceptable and manageable process.

7.1.2 Printing Services

Procedure for Requesting Printing

1. The following information should accompany electronic documents that are to be printed at the AMATYC Office:
 - Common file name for the document.
 - Printing instructions (number of copies, paper size, type and color, ink specification, cover requirements, binding requirements, etc.) These instructions MUST be in writing.
 - Distribution requirements (first class mailing, bulk rate mailing, databases to use, etc.)
 - Budgetary authorization from appropriate budget manager with account numbers for the posting of printing and postage amounts.
 - Deadline for mailing of publication.
2. The scheduling of documents that are not listed in the Office procedures section of this manual should be done through the Executive Director who will either place the project into the work schedule of the Office staff or consult the President for resolution. The ideal process is for the Board liaison for the requesting committee chair, ANet chair, institute director, etc. to receive the document, verify that it is ready for publication and then forward it to the Executive Director and the AMATYC Office for production.
3. The AMATYC staff cannot work on unscheduled projects without the approval of the Executive Director and the Executive Director cannot approve work that has not been budgeted for unless authorization is received by the AMATYC Treasurer. Delays may occur if approval must be solicited from the Expenditure Approval Committee.
4. Generally, printing and mailing of lengthy documents or publications being sent at least to the entire membership in a region should be done by the Office, unless it is less expensive to do the printing and mailing elsewhere or special circumstances mean completion of the project at the Office would be impractical. The President, in consultation with the Executive Director, will make the final decision about printing and/or mailing the project.
5. The Office will assist in determining the number of copies of documents. When printing will be done other than at the Office, the person in charge of the project

should request mailing addresses from the Office in writing, using the [Email Address List Request Form](#), approximately three weeks before the actual mailing date of the publication.

Distribution of AMATYC Promotional Materials

1. The AMATYC Office will prepare and send packets of AMATYC promotional/informational materials to AMATYC and AMATYC-related event directors as indicated below. The initiator shall complete an AMATYC Work Request specifying the materials to be included:

Activity	Initiator	Send to	Request by	Quantity
AMATYC Summer Institute	SI Liaison	SI Directors	May 1	30 per Institute
Traveling Workshop	TW Coordinator	TW Hosts	When TW scheduled	Information provided by initiator
AMATYC Regional Conference	Regional VP	Regional Conference Chair	2 months before conference	Information provided by initiator
Workshops, Steering Committees, Grant Activities, Special Projects, etc.	Grant PIs, others	Information provided by initiator	As soon as event info is finalized	Information provided by initiator

2. The Office will send copies of the following documents to the appropriate position(s):
 - AMATYC Membership Brochures to each institute director for inclusion in the packets of attendees.
 - AMATYC Executive Board Members and other leaders will receive access to the Policy and Procedures manual electronically. <FBM 2008>

Email Address List Requests

Upon request, the Office will generate an email address list for use by an AMATYC leader in connection with executing the duties of that position.

1. Other lists routinely generated by the Office include: *MathAMATYC Educator* Production Manager or Mailing Service: an electronic file of AMATYC members for each issue.
2. *AMATYC News* Mailing Service: an electronic file of AMATYC members who have opted in to paper issues in addition to Institution and Library Members for each issue.
3. Candidates for office may receive one electronic file of email addresses. See section 4.3.3.3 Item #4 for details on use.

Mailing Policies

1. The American Mathematical Association of Two-Year Colleges (AMATYC) has mailing and/or email address lists available for a fee on a one-time basis for sending announcements and other materials of a professional nature. An application form can be obtained from the Office or on the AMATYC website. These mailings must be approved by the AMATYC President.
2. Once the initial distribution of an official AMATYC document is complete, a charge will be assessed for production and handling of additional dissemination of this document. Charges are to cover costs and postage only. These charges will be determined by the Executive Director in consultation with the Office staff.
3. Whenever expedited, confirmed mailing or shipping is needed to ship AMATYC materials, FedEx shipping should be used. The mailer must contact the AMATYC Office to request a prepaid FedEx shipping label as an electronic file. For mailing of other large documents, use of USPS Priority Mail Flat Rate envelopes is strongly encouraged.

7.1.3 Conference Services

1. The Office Director will send an electronic message to all AMATYC members on November 1 and January 15 each year from the AMATYC email account to remind members of the February deadline for submitting proposals for the subsequent conference.
2. Specially developed conference information and a cover letter written by the President should be sent to department chairs for colleges within a reasonable driving distance of the annual conference. (The Regional Vice President will provide a list of department chairs).
3. The Office will assist with the following conference related tasks.
 - Digital Marketing (i.e. Call for Proposals, Hotel Information and Advance Conference Flyer)
 - Digital Program
 - Financial preparation
 - Data preparation
 - Email Address Lists
 - Website pdf development for hotels, registration, schedule-at-a-glance, getting to the hotel, digital program, etc.
4. The Executive Director and the appropriate full-time staff members will attend the conference to oversee the following tasks:
 - Conference Registration
 - Plaque and Badge Distribution
 - Award and Honorarium Check Distribution
 - Regional Meeting Material Distribution

- Project ACCCESS Support
 - Foundation Donations
 - Exhibitor Badges and Support Materials Distribution
 - Other Members/Attendees Needs (as they arise)
5. The Office will be responsible for receipt of all monies from conference participants, preparation of deposits, and maintenance of a computer database of conference information. Insurance billing and annual summary sheets are sent to the Accounting Director, who pays the premium by Payment/Reimbursement form. The Accounting Director ensures that access is provided to the annual summary sheets for the President and Treasurer.
 6. The Office will provide the following to the Exhibits Chair.
 - Information regarding the preparation of registration packets for the exhibitors at least two months prior to the conference.
 - Exhibitor database (electronically if possible) once yearly.

7.1.4 Membership Services

2. The AMATYC Membership Brochure/Flyer should be prepared or revised by the Membership Committee, and reviewed by the Office, President, President-Elect, and Treasurer.
3. The Office is responsible for preparing and mailing (or emailing) all membership renewal notices as indicated in the Policy and Procedures Manual. The Office then receives renewal monies and updates the membership database.
4. Membership communications shall include:
 - Email reminder of renewal date sent 60 days and 37 days prior to renewal date. Includes benefits and promotional information about membership.
 - Mail hardcopy reminder 30 days prior to renewal date. The design and content of the hardcopy notice will be agreed upon by the AMATYC Office and the Membership Committee.
 - On renewal date, send an email 'Oops' notice. Remind the lapsing member that loss of membership will mean loss of benefits including the Journal mailings. (Non-renewing members are called prospective members.)
 - Emails about the conference will be sent to all prospective members (along with members.)
 - Six months after the membership lapses the Office will send a "we've missed you" email to lapsed members. The content and design of this email will be agreed upon by the Office and the Membership Committee.
5. Membership data will be pulled from the database twice yearly, on January 1 and July 1. The January 1 data will be included in the Spring Board meeting agenda. As an annual summary, the Spring Board meeting report will include historical data in addition to current membership numbers (as of January 1) by region. The July 1 data is used to calculate delegates for the Delegate Assembly.

6. Each January the Office will identify all prospective and lapsed members whose records in the database show no activity in the previous six years. Once the names have been identified, a file reflecting the proposed inactive list will be emailed to the AMATYC Executive Board. Any errors in the proposed inactive file will be sent to the Office. The inactive records will then be moved to stale and removed from the system. The inactive list will be archived in a spreadsheet.

Final notification letters will be sent by email to lapsed members on this list encouraging them to rejoin. These lapsed members will be moved into an inactive file in the database at the next purge cycle. <FBM 2012>

7.1.5 Office Equipment Replacement Cycle

The following is a guide only, not a mandate. If equipment does not need to be replaced, the purchase may be postponed. In that case, funding may need to be budgeted differently than indicated below.

EQUIPMENT REPLACEMENT CYCLE

Year 1: (2025/2029)	Budget
Replace Technical Director's computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer (color laser)	\$2000
Purchase Conference Coordinator's laptop	\$1500
Year 2: (2026/2030)	
Replace Accounting Director's computer	\$1500
Purchase Secretary's laptop and printer	\$1800
Purchase President-Elect's equip choice	\$2000
Purchase Executive Director's equip choice	\$1800
Year 3: (2027/2031)	
Replace Office Director's computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer/fax (laser, multifunction, 11 x 17)	\$2500
Replace Office scanner	\$1000

Year 4: (2028/2032)

Replace Publication Director’s computer	\$1500
Replace Office laptop and travel printer	\$1800
Purchase Treasurer’s laptop	\$1500
Purchase President-Elect’s equip choice	\$2000

7.2 Office Personnel[7.2.1 Office Personnel Policies](#)[7.2.2 Executive Director](#)[7.2.3 Office Director Duties](#)[7.2.4 Publications Director Duties](#)[7.2.5 Accounting Director Duties](#)[7.2.6 Technical Clerk Duties](#)**7.2.1 Office Personnel Policies**

1. AMATYC policy with respect to salaries for its employees is to support its employees at least at the same level as Southwest Tennessee Community College employees. This means that they will receive the same bonuses, cost of living increases, and longevity increases as are accorded Southwest Tennessee Community College’s staff. Currently Southwest Tennessee CC does not have a process for merit raises.
2. The Executive Director will promptly send the President and Treasurer any documentation of bonuses, cost of living increases, and longevity increases when they are authorized. As required, the AMATYC President sends a letter authorizing these increases for AMATYC employees.

See also [Section 6.6 Budget Preparation, holiday gift](#)

7.2.2 Executive Director <Email 2017>

(omitted here as it was updated in 2024)

7.2.3 Office Director Duties

Primary responsibilities are but not limited to membership database management and reporting, computer maintenance and upgrades, general office operations including conference preparations, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director. A full job description is on file.

7.2.4 Publications Director Duties

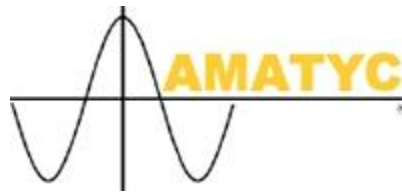
Primary responsibilities are but not limited to preparing typeset presentation of AMATYC publications (i.e., newsletter, brochures, stationary, conference flyers, and digital program), sending final copy of all publications to the Website Coordinator, coordinating with the printer to maintain production standards, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director. A full job description is on file.

7.2.5 Accounting Director Duties

Primary responsibilities are but not limited to managing and reporting accounts, working with the Treasurer to maintain appropriate fiscal policies, processing accounts receivable/payable, auditing financial records, and a working knowledge of other staff positions. Other duties as assigned by the Executive Director or Office Director. A full job description is on file.

7.2.6 Technical Clerk Duties <FBM 2015>

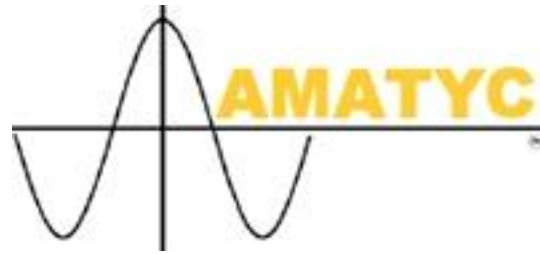
Primary responsibilities are but not limited to greeting visitors; answering the phone and directing calls; assisting with the database system – including but not limited to: the renewal process, posting and printing payments, collecting data and drafting summaries or reports; assisting with mailings and information requests; providing pre-and post-conference support by completing tasks as assigned and maintaining office supplies. Other duties as assigned by the Executive Director or Office Director. A full job description is on file.



**Order of Business – Meeting Agenda
Spring Board Meeting
AMATYC Executive Board
March 20, 2025**

Page	Agenda Item	Who
	Call to Order	Hurlburt
Section A: Meeting Agenda		
A1	Order of Business	Hurlburt
A3	Rules of Conduct	Hurlburt
A4	(M) Adopt Rules of Conduct	Hurlburt
A5	(M) Adopt Order of Business	Hurlburt
Section L: Executive Session		
L1	(M) Appointments	Dudley
Section D. Academic Network Reports		
D1	(R) Adjunct Faculty Issues	Barrientos/ Tchertchian
D5	(R) Developmental Mathematics (DMC)	Granger/Atkinson
Not Received	(R) Division and Department Leadership	Ward/Bartley
D9	(R) Equity	Aschenbrenner/ Ebersole
Not Received	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian

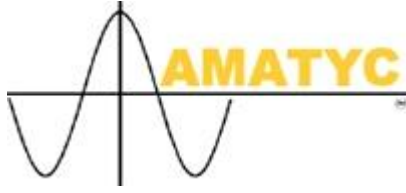
D13	(R) International Mathematics	Leitherer/Watkins
Not Received	(R) Mathematics and its Applications for Careers (MAC)	Postrigan/Johanson
D18	(R) Mathematics Intensive (MIC)	Cappetta/Ebersole
D21	(R) Mathematics Pathways	Carlson/Atkinson
D23	(R) Placement and Assessment (PAC)	Mirbaha/Weisbrod
D35	(R) Quantitative Reasoning	Foley/Johanson
D40	(R) Research and Mentoring Experiences for Students and Faculty	Clahane/Watkins
D45	(R) Research in Mathematics Education for Two Year Colleges (RMETYC)	Marfai/Georgiakaki
D47	(R) Statistics and Data Science	Wong/Georgiakaki
D50	(R) Teacher Preparation	Van Harpen/Gerber
Section O. Parking Lot		
O1	Parking Lot	All
O2	(M) Motion to Adjourn	Hurlburt



AMATYC Appointments

Meeting: March 2025

Appointee's Full Name	Term Begins	Term Ends	Term Length	Committee or ANet	Position Description	Appointee's College
Scott Barnett	04/01/2025	03/31/2028	3 years	Student Math League	SML Test Development Team / Midwest Regional Representative	Henry Ford College
Karina Ochs	01/01/2026	12/31/2028	3 years	Project ACCCESS	Project ACCCESS Coordinator	Brookdale Community College



**Order of Business – Meeting Agenda
AMATYC Executive Board
Spring Board Meeting (SBM 2025)**

The board meeting will proceed in a linear fashion with the exceptions listed in the meeting plans.

Parking Lot: during FBM there may be time to discuss items raised in board reports or by AMATYC members. Discussion items may be added to the Parking Lot during the meeting. Items in the Parking Lot can be discussed in any order. An initial list is included in Section O in this order of business. If appropriate, some Parking Lot items will be discussed in Executive Session.

Reports (R) – 5 minutes Discussion (D) – 10 minutes Motions (M) – 15 minutes

Page	Agenda Item	Who?	Notes
	Call to Order	Hurlburt	
Section A: Meeting Plan, Rules of Conduct, Agenda, Reference Materials			
A1	Meeting Plans	Hurlburt	
A2	Links to Documents for Meetings	Hurlburt	
A3	Rules of Conduct	Hurlburt	
A4	(M) Adopt Rules of Conduct	Hurlburt	
A5	Order of Business	Hurlburt	
A12	(M) Adopt Order of Business	Hurlburt	
B. Consent Calendar Reports, Board Member Reports			
B1	President	Hurlburt	
Not Received	President-Elect	Tchertchian	
B3	Past President	Watkins	
B5	Secretary	Weisbrod	
B7	Treasurer	Kundomal	

B9	Northeast VP	Georgiakaki	
B11	Mid-Atlantic VP	Ebersole	
B13	Southeast VP	Atkinson	
Not Received	Midwest VP	Bartley	
B15	Central VP	Johanson	
B17	Southwest VP	Travis	
B21	Northwest VP	Bernards	
B23	West VP	Gerber	
C. Consent Calendar- Motions/Reports			
C1	(M) Motion to set the Regular Individual Membership dues effective July 1, 2026	Kundomal	
C3	(M) Motion to set the Institutional Membership Rate effective July 1, 2026	Kundomal	
D. Academic Network Reports and Motions			
D1	(R) Adjunct Faculty Issues	Barrientos/ Tchertchian	
D5	(R) Developmental Mathematics (DMC)	Granger/Atkinson	
Not Received	(R) Division and Department Leadership	Ward/Bartley	
D9	(R) Equity	Aschenbrenner/ Ebersole	
Not Received	(R) Innovative Teaching and Learning (ITLC)	Ackerman/ Tchertchian	
D13	(R) International Mathematics	Leitherer/Watkins	
Not Received	(R) Mathematics and its Applications for Careers (MAC)	Postrigan/ Johanson	
D18	(R) Mathematics Intensive (MIC)	Cappetta/Ebersole	
D21	(R) Mathematics Pathways	Carlson/Atkinson	

D23	(R) Placement and Assessment (PAC)	Mirbaha/ Weisbrod	
D35	(R) Quantitative Reasoning	Foley/Johanson	
D40	(R) Research and Mentoring Experiences for Students and Faculty	Clahane/Watkins	
D45	(R) Research in Mathematics Education for Two Year Colleges (RMETYC)	Marfai/Georgiakaki	
D47	(R) Statistics and Data Science	Wong/Georgiakaki	
D50	(R) Teacher Preparation	Van Harpen/Gerber	
E. Services / Coordinators/ Directors / Publications / Grants			
E1	(R) <i>AMATYC News</i> Editor	Mutlu/Watkins	
E4	(R) Grants Coordinator	Breit-Goodwin/ Ebersonle	
Not Received	(R) Legal Advisor	Piercey/Hurlburt	
Not Received	(R) <i>MathAMATYC Educator</i> Editor	Debrecht/Gerber	
E8	(R) <i>MathAMATYC Educator</i> Production Editor	Nabb/Gerber	
E10	(R) <i>MathAMATYC Educator</i> Review Editor	Alexander/Gerber	
E13	(R) Mu Alpha Theta	Menard/Travis	
E15	(R) Online Community Assistant Coordinator	Miller/Bernards	
E17	(R) Online Community Coordinator	Gaines/Bernards	
Not Received	(R) Position Statement Editor	Oehrlein/Hurlburt	
Not Received	(R) Professional Development Coordinator	Rouhani/Bartley	
E22	(R) Project ACCESS Coordinator	Feinman/Bernards	
E24	(R) SML Coordinator	Pragel/Weisbrod	
E25	(R) SML Test Developer	Duda/Weisbrod	

E26	(R) SRL Coordinator	Chellamuthu/ Travis	
E28	(R) Standards Chair	Earley/ Tchertchian	
E32	(R) Student TYC DataFest Director	Saidi/Georgiakaki	
Not Received	(R) Teaching for PROWESS	Dudley	
Not Received	(R) Webinar Coordinator	Spoon/Bartley	
E34	(R) Website Coordinator	Riloa/Kundomal	
F. Office			
F1	(R) Executive Director	Dudley	
F3	(R) Office Report	Dudley/ Vance/ Shott/ Hunsucker/ Poulin	
F8	(R) AMATYC Email Users	Office Team	
F13	(R) AMATYC Zoom Licenses	Office Team	
I: Treasurer / Budget			
	Treasurer's Report	Kundomal	
	(R) Account Register, Cash Disb., Gen. Ledger	Kundomal	
	(M) Motion to Approve Expenditures	Kundomal	
	(R) Chart of Accounts	Kundomal	
	(R) 2025 Budget	Kundomal	
	(R) Reserve Funds	Kundomal	
	(R) Contracts and Insurance Policies	Kundomal	
	(R) Investment Board Report	Ham/Hurlburt	

M. New Business			
M1	(M) Discount Conference Registration Rate effective 2026	Kundomal	
M2	(M) Registration Fee Formulae	Kundomal	
M9	(M) Ending AMATYC's relationship with Higher Logic	Hurlburt	
L. Executive Session			
L1	(M) Appointments *	Hurlburt	
L2	(M) Elections	Watkins	
G. Conference			
G1	(R) Conference Coordinator	Suski	
G12	(R) Program Coordinator	Pemberton/ Suski	
G25	(R) Assistant Conference Coordinator	Vega- Rhodes/Suski	
G27	(R) Assistant Program Coordinator Report	Gunkelman/ Suski	
G31	(R) Exhibitor Chair	Stine/Suski	
G31	(R) Communications Coordinator	Outlaw/Suski	
G32	(R) 2025 LEC – Reno	Kiefer/ Suski	
G33	(R) 2026 LEC – Philadelphia	Counterman/Suski	
G34	(R) 2027 LEC – Spokane	Cripe/Suski	
GG. Other Conference			
GG1	2024 Conference Evaluation Report	Suski	
GG6	2024 Post Conference Report	Vanesko/Suski	
GG26	2023 Post Conference Report	Vanesko/Suski	

H. Administrative Committees			
H1	(R) Foundation	Watkins	
H2	(R) MLE Award Committee	Watkins	
H3	(R) Membership Committee	Atkinson	
H5	(R) Nominating Committee	Watkins	
Not Received	(R) Organizational Assessment Committee	Tchertchian	
H6	(R) Past Presidents Advisory Board	Watkins	
Not Received	(R) Professional Development Committee		
H7	(R) Social Networking Committee	Hurlburt	
Not Received	(R) TE Award Committee	Tchertchian	
J. Ad hoc Committees			
J1	(R) Task Force 50th Anniversary	Rivers	
J3	(R) 2024 Delegate Assembly Minutes Review Committee	Atkinson	
J4	(R) Advocacy Task Force	Ebersole	
J6	(R) AMATYC Guidelines for Internships for TYC Mathematics Faculty Task Force	Ebersole	
Not Received	(R) ANet Onboarding Review Task Force		
J7	(R) AMATYC News Update Committee	Watkins	
J8	(R) History Update Team and Task Force	Dudley	
J9	(R) Leadership Recognition Committee	Atkinson	
J11	(R) Position Search for Professional Development Coordinator	Hurlburt	
J13	(R) Position Search for Project ACCCESS Coordinator	Bernards	
J15	(R) Position Search for SML Test Developer and SML Review Team Search Committee	Johanson	
J17	(R) Student League Eligibility Task Force	Travis	

Not Received	(R) PPM Revision Committee	Tchertchian	
Not Received	(R) Website / Database Committee	Tchertchian	
K. Strategic Planning: November 11, 1:00pm – 2:00 pm			
K1	Strategic Planning	Tchertchian	
N. Partnerships/ Miscellaneous Reports			
N1	(R) Carnegie Math Pathways	Sattler/Hurlburt	
N3	(R) Joint Committee on Women in Mathematical Sciences (JCW)	Sattler/Hurlburt	
N12	(R) National Mathematics Summit	Sattler/Hurlburt	
N14	(R) TPSE-Math	Sattler/Hurlburt	
O: Parking Lot / Motion to Adjourn			
O1	Parking Lot Discussion Items	All	
O2	(M) Motion to Adjourn	Hurlburt	

* No appointments as of 3/5/2025

8.12.3 Registration Fee Formulas

1. The annual conference discount registration fee for members shall be determined by the AMATYC Executive Board 18 months before the conference with consideration to overall budget and costs. <FBM 2021>
2. Effective with the 2017-2026 conference, the differential-difference between conference discount and regular registration fees ~~in all categories for Full Conference Registration~~ will be \$4075, and the difference between discount and regular registration fees for Single Day Registration will be \$60, as defined in the tables below in this section. The differential-difference between member conference registration and its corresponding nonmember conference registration fee shall be the regular individual one-year membership fee (that will be in effect at the time of the conference) + \$25, as defined in the tables below. <SBM 2014>.
3. <SBM 2010> Student Registration Rates: For full-time graduate students, the full conference registration rate shall be 3/8 of the Regular (Individual) member full conference discount registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

For undergraduate students, the full conference registration rate is \$25. The undergraduate student rate is not to be published.

Student rates, except member graduate students, will not include ticketed functions. <FBM 2017>

4. The Single Day Discount Conference Registration rate for AMATYC members and nonmembers will be determined by multiplying the discount AMATYC member's full conference registration rate by 3/8 and rounding to next higher \$5 increment if this result is not a multiple of \$5.

The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Conference Registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

Single Day Registration rates for all non-members are exempt from the regular (Individual) one-year membership fee but do include the additional \$25 nonmember charge. See rate table below.

Single-day rates will not include ticketed functions. Only one single day registration per attendee is available. *Single day* is defined as "Thursday," or "Friday," or "Weekend."

5. All conference registration rates are to be determined according to the formulas listed in the table below.

<p>C = Regular (Individual) member full conference discount registration rate M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference A = $(3/8) * C^1$ = Graduate student full conference registration rate B = $(3/8) * C^1$ = Regular (Individual) member single-day discount registration rate G = $(3/8) * A^1$ = Graduate student single-day discount registration rate Adj = $(2/3) * C^1$ = Adjunct faculty full conference registration rate Ret = $(1/2) * C^1$ = Retiree conference rate (full conference minus ticketed functions)</p>

¹ Rounded up to the nearest whole dollar multiple of 5

Full Conference Registration Rates <SBM 2019><FBM 2023>

	Member	Non-Member
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<i>Rate Class</i>	<i>Discount</i>	<i>Regular</i>	<i>Discount</i>	<i>Regular</i>
Regular (Individual and lifetime)	C	C + 40 75	C + M + 25	C + M + 25 + 40 75
Adjunct	Adj	Adj + 40 75	N/A	N/A
Retired	Ret	Ret + 75 40	N/A	N/A
Graduate Student	A	A + 75 40	NA	NA
<u>Institutional</u>	<u>Complimentary</u>	<u>75</u>	<u>NA</u>	<u>NA</u>

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Single-Day Conference Registration Rates <SBM 2019><FBM 2023>

Rate Class	Member		Non-Member	
	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	B	B + 4060	B+25	B + 25 + 6040
Adjunct				
Retired				
Graduate Student	G	G + 6040	NA	NA

6. First-Time Attendee Rate Discount

First-time attendees who register for the full conference at the regular member discount rate and who register during the discount registration period (C in the table above) will receive a \$50 discount on their registration fees. A "first-time attendee" is defined as a regular member who has not attended an AMATYC conference in the previous ten years.

7. Ticketed Function: Guest Tickets (per person) rate will be determined as follows:

Friday Regional Meeting Meal	Projected actual cost of the meal rounded up to the nearest dollar.
Saturday Breakfast:	Projected actual cost of the meal rounded up to the nearest dollar.

8. A refund of 100% of the registration fees less a \$25 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$25 service fee will be given if written request is postmarked on or after [the day following the predetermined date], and by [the day preceding the opening day of the conference]. In the event of a death or the hospitalization of the conference attendee or in the attendee's immediate family, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference, including the cost of food functions purchased for guests. These refunds are subject to the \$25 service charge on registration refunds.

No refunds for non-attendance will be given for requests postmarked on [the opening date of the conference], or later. No refund will be given for membership dues. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15.

8.12.3 Registration Fee Formulas

1. The annual conference discount registration fee for members shall be determined by the AMATYC Executive Board 18 months before the conference with consideration to overall budget and costs. <FBM 2021>
2. Effective with the 2026 conference, the difference between discount and regular registration fees for Full Conference Registration will be \$75, and the difference between discount and regular registration fees for Single Day Registration will be \$60, as defined in the tables below in this section. The difference between member conference registration and its corresponding nonmember conference registration shall be the regular individual one-year membership fee (that will be in effect at the time of the conference) + \$25, as defined in the tables below. <SBM 2014>.
3. <SBM 2010> Student Registration Rates: For full-time graduate students, the full conference registration rate shall be 3/8 of the Regular (Individual) member full conference discount registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

For undergraduate students, the full conference registration rate is \$25. The undergraduate student rate is not to be published.

Student rates, except member graduate students, will not include ticketed functions. <FBM 2017>

4. The Single Day Discount Conference Registration rate for AMATYC members and nonmembers will be determined by multiplying the discount AMATYC member’s full conference registration rate by 3/8 and rounding to next higher \$5 increment if this result is not a multiple of \$5.

The Single Day Discount Graduate Student member rate will be 3/8 of the Single Day Discount Conference Registration rate, rounded up to the next higher \$5 increment if this result is not a multiple of \$5.

Single Day Registration rates for all non-members are exempt from the regular (Individual) one-year membership fee but do include the additional \$25 nonmember charge. See rate table below.

Single-day rates will not include ticketed functions. Only one single day registration per attendee is available. *Single day* is defined as "Thursday," or "Friday," or "Weekend."

5. All conference registration rates are to be determined according to the formulas listed in the table below.

C = Regular (Individual) member full conference discount registration rate
M = Regular (Individual) one-year membership fee that will be in effect at the time of the conference
A = (3/8)*C ¹ = Graduate student full conference registration rate
B = (3/8)*C ¹ = Regular (Individual) member single-day discount registration rate
G = (3/8)*A ¹ = Graduate student single-day discount registration rate
Adj = (2/3)*C ¹ = Adjunct faculty full conference registration rate
Ret = (1/2)*C ¹ = Retiree conference rate (full conference minus ticketed functions)

¹ Rounded up to the nearest whole dollar multiple of 5

Full Conference Registration Rates <SBM 2019><FBM 2023>

	Member		Non-Member	
Rate Class	Discount	Regular	Discount	Regular

Regular (Individual and lifetime)	C	C + 75	C + M + 25	C + M + 25 + 75
Adjunct	Adj	Adj + 75	NA	NA
Retired	Ret	Ret + 75	NA	NA
Graduate Student	A	A + 75	NA	NA
Institutio nal	Complimentary	75	NA	NA

Single-Day Conference Registration Rates <SBM 2019><FBM 2023>

Rate Class	Member		Non-Member	
	Discount	Regular	Discount	Regular
Regular (Individual and lifetime)	B	B + 60	B+25	B + 25 + 60
Adjunct				
Retired				
Graduate Student	G	G + 60	NA	NA

6. First-Time Attendee Rate Discount
 First-time attendees who register for the full conference at the regular member discount rate and who register during the discount registration period (C in the table above) will receive a \$50 discount on their registration fees. A "first-time attendee" is defined as a regular member who has not attended an AMATYC conference in the previous ten years.

7. Ticketed Function: Guest Tickets (per person) rate will be determined as follows:

Friday Regional Meeting Meal	Projected actual cost of the meal rounded up to the nearest dollar.
Saturday Breakfast:	Projected actual cost of the meal rounded up to the nearest dollar.

8. A refund of 100% of the registration fees less a \$25 service fee will be given upon receipt of a written request postmarked by [a date two weeks before the conference]. A 50% refund less a \$25 service fee will be given if written request is postmarked on or after [the day following the predetermined date], and by [the day preceding the opening day of the conference]. In the event of a death or the hospitalization of the conference attendee or in the attendee's immediate family, occurring after the cut-off date for full refund but before the end of the conference, the Treasurer, with the approval of the President, may issue refunds for registration fees paid for the conference, including the cost of food functions purchased for guests. These refunds are subject to the \$25 service charge on registration refunds.

No refunds for non-attendance will be given for requests postmarked on [the opening date of the conference], or later. No refund will be given for membership dues. Requests for return of overpayments must be in writing and received by the AMATYC Office no later than December 15.