

**AMATYC Executive Board Meeting
FBM 2012
Jacksonville, Florida**

Sunday November 4, 2012

The meeting was called to order at 8:46 AM by President Jim Roznowski. The following members of the Executive Board were present:

Jim Roznowski	President	Annette Cook	Southeast Vice President
Nancy Sattler	President-Elect	Jim Ham	Midwest Vice President
Rob Farinelli	Past-President	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Stefan Baratto	Northwest Vice President
Jane Tanner	Northeast Vice President	Bruce Yoshiwara	West Vice President
Chris Allgyer	Mid-Atlantic Vice President		

Also present were: Cheryl Cleaves, ED, and Keven Dockter, Conference Coordinator.

President Roznowski reviewed the rules of conduct. Individuals will have the responsibilities as indicated.

MOTION: To approve the previously listed Rules of Conduct. (Attachment A)
Made by Bruce Yoshiwara and seconded by Rob Farinelli

Motion approved

MOTION: To approve the provided Order of Business and agenda. (Attachment B)
Made by Rob Farinelli and seconded by Stefan Baratto

Motion approved

Expenditure Approval Committee (EAC) Report received, reviewed, and included as attachment to the minutes. (Attachment C)

Email MOTIONS approved since the SPO 2012 included as Attachment D.

CONSENT CALENDAR. Reports were accepted as presented.

MOTIONS ON CONSENT AGENDA:

MOTION: That the Anaheim LEC, Carol Murphy, and Conference Coordinator work together to arrange for a book drive for children in Orange County's foster care system. The book drive would be held at the 2013 Annual Conference at the Anaheim Marriott.

MOTION: That the following individuals be approved as members of the AMATYC 2014 Nashville Local Arrangement Committee, pending verification of AMATYC membership:

Name	School	Email
Ed Nichols	Chattanooga State CC	edward.nichols@chattanoogaastate.edu
Libby White	Chattanooga State CC	mary.white@chattanoogaastate.edu
Sherri Barnes	Chattanooga State CC	sherri.barnes@chattanoogaastate.edu
Susan White	Chattanooga State CC	susan.white@chattanoogaastate.edu
Michael Darrell	Columbia State CC	rdarrell@columbiastate.edu
James Adair	Dyersburg State CC	adair@dsc.edu
Josh Britt	Jackson State CC	jbritt11@jssc.edu
Bobby Jackson	Pellissippi State CC	rtjackson@pstcc.edu
Bill Weppner	Southwest Tennessee CC	wweppner@southwest.tn.edu
Chuck Conrad	Volunteer State CC	chuck.conrad@volstate.edu
Joy Hosey	Volunteer State CC	joy.hosey@volstate.edu
Kathy Johnson	Volunteer State CC	kathy.johnson@volstate.edu
Mary Yarbrough	Volunteer State CC	mary.yarbrough@volstate.edu
Mehdi Shariati	Volunteer State CC	mehdi.shariati@volstate.edu
Rita Sowell	Volunteer State CC	rita.sowell@volstate.edu

MOTION: Appoint The following members to the Editorial Panel of *MathAMATYC Educator*, pending membership verification:

Barbara Illowsky, De Anza College, West Region, illowskybarbara@deanza.edu
Judith Atkinson, University of Alaska Fairbanks, Northwest Region, jaatkinson@alaska.edu
Karen Watson, Fort Valley State University, At Large Member, watsonk@fvsu.edu

Appointments are for three years beginning EOC2012 through EOC 2015 (PPM 15.1.3)

MOTION: That the motions of the Consent Calendar of the 2012 FBM be approved as published.

Made by Kate Kozak and seconded by Jane Tanner

Motion approved

Motions from the reports follow:

MOTION: That the attached AMATYC Position Statement on Proctored Testing be endorsed by the AMATYC Executive Board. (PPM 15.11.2) (Attachment E)

Made by Bruce Yoshiwara and seconded by Rob Farinelli

MOTION: to table until after meeting with committee chairs Wednesday.

Made by Rob Farinelli and seconded by Nicole Lang

Motion to table approved

MOTION: That the following themed sessions (6 speakers each) be offered at the 2014 AMATYC Conference in Anaheim:

Teacher Preparation Committee (no title for session provided), Statistics Committee (no title for session provided), Mathematics Intensive Committee - six-speaker themed session, title: Teaching and Learning in Pre-calculus, Calculus, and Beyond

Made by Stefan Baratto and seconded by Kate Kozak.

Motion approved

MOTION: A research pre-session to be offered during the evening the Wednesday prior to the start of the AMATYC Conference in Anaheim at a time to be determined by the conference coordinator. The committee requests a start time of 6:00pm (keynote address), followed by 3 breakout sessions to be offered from 7:00-7:30pm, 7:40-8:10pm, and 8:20-8:50pm. The purpose of this pre-session is for presenters to report on preliminary research in which they are currently engaged, and participate in scholarly discussion of this research.

The RMETYC committee chair will work with the conference coordinator to plan and publicize the pre-session.

Made by Stefan Baratto and seconded by Bruce Yoshiwara

Motion approved

The services / coordinators / directors / publications reports were received and reviewed.

MOTION: That the section on Reviewers (attached to this motion) be included as section 12.3.5 in the AMATYC Policy Manual. (PPM 12.3.5) (Attachment F)

Made by Jane Tanner and seconded by Stefan Baratto

MOTION: to refer to a committee.

Made by Margie Hobbs seconded by Rob Farinelli

Motion to refer defeated

Friendly amendment to motion: to edit the proposed PPM 12.3.5 to read:

Appointment process: Any member of AMATYC may be appointed by the *MathAMATYC Educator* Editor to be a reviewer; remove term of office.

Motion defeated

MOTION: Revise sections 12.3.1 of the Policy and Procedures Manual to clarify the production process for the *MathAMATYC Educator*. See page 2 and beyond for these proposed revisions.

In addition, change typesetting in the PPM to reflect usage on the journal name for consistency with the publication: *MathAMATYC Educator* is italicized, except that "AMATYC" is not. (Attachment G)

Made by Jane Tanner and seconded by Stefan Baratto

Friendly amendment to motion: to change in Production #3: from **document** to **editable electronic**

Motion approved as amended.

MOTION: That the attached changes to the policies related to the position of AMATYC Website Coordinator be adopted and that the positions of AMATYC Professional Networking Coordinator and AMATYC Affiliate Website Director be eliminated. (Attachment H)

Made by Kate Kozak and Rob Farinelli

Motion approved

MOTION: That beginning in January 2013, individuals who qualify for lodging reimbursement must stay at the contracted hotel to receive reimbursement. This would include the SPO, spring and fall board meetings, and the annual conference. Reimbursements will not be made to individuals who choose to stay at a hotel other than the contracted hotel. Exceptions must have prior approval of the president. (PPM 6.10.2.6 and PPM 6.10.3.5)

Made by Stefan Baratto and seconded by Annette Cook.

Motion approved

MOTION: That the attached logo and theme for the 2014 AMATYC Annual Conference be approved.

A color logo will be provided at the board meeting. (Attachment I)

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

Meeting suspended for the day with a tour of the hotel at 3:53.

Meeting resumed at 8:33 am Monday, November 5, 2012

Also present was: Cheryl Cleaves, ED

Meeting began with a discussion of affiliate involvement, delegate assembly and the affiliate scholarship program.

MOTION: Project ACCESS Fellows who are in the second year of their fellowship are responsible for making their own lodging arrangements, including selection of a roommate, at the conference hotel. AMATYC will reimburse the Fellow or the Fellows institution for four nights lodging (assuming double occupancy) at the conference hotel.

Made by Stefan Baratto and seconded by Jim Ham.

Motion defeated

MOTION: That the following policy on an AMATYC Institutional Review Board be adopted.
(Attachment J) (PPM new section)

Made by Rob Farinelli and seconded by Kate Kozak.

Friendly amendment: Section 4 Term Length: include “The member(s)- at-large will not have a limit of terms.” Change “The IRB” to “the members of the AMATYC IRB”

Motion approved

MOTION: That the AMATYC Board adopt the attached Privacy Policy effective immediately and that an email address of help@amatyc.org be created so that persons requesting help could be forwarded to the appropriate person. (PPM standing committees) (Attachment K)

Made by Stefan Baratto and seconded by Bruce Yoshiwara.

Motion approved

MOTION: Add the following language to the PPM under 9.6 for membership on the AMATYC/ASA Joint committee

The Chair of the AMATYC Statistics Committee will request volunteers every spring to serve on the AMATYC/ASA Joint Committee. Interested individuals will send a one page letter of interest and a one page resume to the Chair of the AMATYC Statistics Committee. The Chair in consultation with committee members will make a recommendation to the AMATYC Board for the FBM. (PPM 9.6)

Made by Nicole and no second required because it was proposed by a committee.

Motion approved

MOTION: That the AMATYC Board create an Organizational Assessment Committee that would function beginning January 1, 2013. The purpose of the Assessment Committee will be to coordinate the planning and implementation of assessment of AMATYC programs and activities. The Committee will make reports to the AMATYC Board on its findings and the implications for maintaining and improving the quality of AMATYC programs and activities. The Committee will be chaired by the AMATYC President-Elect and will be composed of two additional board members and two members-at-large. The length of appointment will be two years except for the first appointment which will be for one year. (PPM to be determined)

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion approved

MOTION: That that the audio tapes of past presidents interviews created by Rikki Blair in AMATYC's possession be transferred to digital form.

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion approved

MOTION: That a committee, including Cheryl Cleaves and Christine Shott, be established to create the previously approved 40th anniversary bookmark containing a timeline about AMATYC history be given to each attendee of the conference in their registration bags in 2014. The timeline should highlight AMATYC historical events and emphasize the accomplishments and growth of the organization.

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion defeated

MOTION: That a 40th AMATYC Anniversary pin be created and purchased and that a graphic version is posted on the AMATYC Facebook site and in emails to members letting them know they too can get one if they attend the 2014 conference.

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion defeated

MOTION: That an anniversary forum be held on Thursday evening and that the board extends a special invitation to all past presidents to attend the 2014 conference and attend this historic forum.

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion defeated

MOTION: That a power point presentation of historical photos will be created to be shown at the 2014 Nashville AMATYC conference while attendees are eating breakfast on Saturday morning. Posters will be created and placed in strategic locations around the conference center of "Remember when..." with a photo and a short description.

Made by Nancy Sattler and no second required because it was proposed by a committee.

Motion approved

Executive Session:

The board entered into executive session at 2:15 pm and returned from executive session at 2:35.

President Roznowski reported the following: Three individuals were appointed to the AMATYC/ASA Joint Committee (Mary DeHart term ending 2014; Mary Moynihan, term ending 2015; and Julie Hanson, term ending 2013), Jon Oaks was appointed professional development coordinator for a term ending December 31, 2014, and John Pazdar was appointed AMATYC Grants Coordinator term of appointment EOC 2012 and run through EOC 2015. George Hurlburt, was appointed website coordinator for one year, 2013. Susan Stickland was re-appointed as student math league coordinator, 7/1/13 through 6/30/15. Keven Doctor was appointed to a new term, 2014 – 2018, as conference coordinator with a unanimous vote.

2:40 – 4 pm Strategic Planning Session led by Nancy Sattler.

Executive Session:

The board re-entered executive session at 4:00 pm and returned from executive session at 4:25. President Roznowski reported that Jeff Hughes was approved as the Local Events Coordinator for the 2015 Annual AMATYC Conference in New Orleans.

Meeting suspended for the day at 4:25 pm

Meeting resumed at 8:35 am Tuesday, November 6, 2012

Also present was: Cheryl Cleaves, ED

The meeting was joined by the office staff for the office staff presentation: Christine Shott, Beverly Vance, and Christy Hunsucker.

MOTION: Adopt a calendar-based membership renewal method. (PPM 7.1.4)
Made by Stefan Baratto and seconded by Nancy Sattler.

Motion approved

MOTION: Incorporate the SmartSheet annual fee (\$425) as a regular budget line item.
Made by Rob Farinelli and seconded by Margie Hobbs.
Friendly amendment to motion: change \$425 to \$625

Motion approved as amended

MOTION: Adopt attached Equipment Replacement Cycle and replace section 7.1.5 in the PPM. (PPM 7.1.5) (Attachment L)
Made by Annette Cook and seconded by Margie Hobbs.

Motion approved

MOTION: Discontinue the \$50-FTA discount to the graduate student full conference registration rates. (PPM 8.12.3)
Made by Nicole Lang and seconded by Margie Hobbs.

Motion approved

Christine Shott and Cheryl Vance left the meeting at 9:55 am.

MOTION: That the expenditures from the cash account register from March 1, 2012 through September 30, 2012 be approved.
Made by Jim Ham and seconded by Stefan Baratto.

Motion approved

Christy Hunsucker left the meeting after the financial discussion was completed.

MOTION: For the 2013 – 2014 (Anaheim and Nashville conferences) each state and province will have two delegates to the AMATYC Delegate Assembly with the following exceptions: California(over 101 colleges), three (3) additional state delegates for a total of five (5); Illinois, New York, North Carolina, and Texas (each over 51 colleges), each receives one (1) additional state delegate, for a total of three (3) for each state.

For the 2013 – 2014 cycle (Anaheim and Nashville conferences) each affiliate will have one delegate to the AMATYC Delegate Assembly (in addition to the affiliate president) with the following exceptions: NYSMATYC one additional delegate (83 members of AMATYC and NYSMATYC)
IMACC one additional delegate (53 members of AMATYC and NYSMATYC)

Made by Jane Tanner and seconded by Stefan Baratto.

Motion approved

Executive Session:

The board entered into executive session at 1:50 pm and returned from executive session at 2:35pm. President Roznowski reported that Chris Lat-Kit Yuen was appointed as the AMATYC Research Associate (ARA) for his research project entitled “Mathematics Anxiety Learning Phenomenon: Adult Learner’s Lived Experience and its implications for Developmental Mathematics Instruction.” AMATYC support includes:

- \$300 award to cover some of the research expenses
- Opportunity to present findings at a future AMATYC conference
- Opportunity to present findings in an article for the *MathAMATYC Educator*.

MOTION: That the attached minutes’ committee recommendations be approved. (PPM 5.1.8) (Attachment M)

Made by Mary Beth Orrange and seconded by Stefan Baratto.

Motion approved

MOTION: That the office staff back up the AMATYC membership database once per month. The backup file should be stored on at least two locations.

Made by Jim Ham and seconded by Stefan Baratto.

Motion approved

MOTION: That AMATYC end its membership in the Triangle Coalition for Science and Technology Education effective with the due date for 2013 dues. (PPM 5.2, 5.3, 6.7.2, 13.3)

Made by Stefan Baratto and seconded by Annette Cook.

Motion approved

Meeting suspended at 1:45 pm

Meeting resumed at 4:44 Wednesday, November 7, 2012.

Also present was: Cheryl Cleaves, ED

Motion from earlier in the meeting was returned to the floor:

MOTION: That the attached AMATYC Position Statement on Proctored Testing be endorsed by the AMATYC Executive Board. (PPM 15.11.2) (Attachment E)

Made by Bruce Yoshiwara and seconded by Rob Farinelli

Motion approved

MOTION: That the 2013 AMATYC budget be approved.

Made by Stefan Baratto and seconded by Kate Kozak.

Motion approved

MOTION to adjourn at 5:

Made by Stefan Baratto and seconded by Kate Kozak.

Motion approved

Meeting resumed at 5 pm Saturday, November 10, 2012

Annette Cook was not in attendance.

No business items to record were addressed.

Meeting adjourned at 5:15 pm

Mary Beth Orrange

Mary Beth Orrange, Secretary 2012-2013

Date: November 21, 2012

Jim Roznowski

Jim Roznowski, President 2012-2013

Date: November 21, 2012

Attachments:

- A. Rules of conduct
- B. Order of Business
- C. Expenditure Approval Committee (EAC) Report
- D. Email motion report
- E. Position Paper on proctored testing
- F. *Math*AMATYC Reviewers
- G. Revise sections PPM 12.3.1
- H. Changes to the policies related to the position of AMATYC Website Coordinator
- I. Logo and theme for the 2014 AMATYC Annual Conference
- J. Policy on Institutional Review Board
- K. AMATYC Privacy Policy
- L. Equipment Replacement Cycle
- M. Minutes' committee recommendations
- N. Traveling Workshop Coordinator Description

ATTACHMENT A**AMATYC Fall Board Meeting
November 2012 – Jacksonville, FL****RULES OF CONDUCT**

- A. Robert’s Rules of Order are used. The parliamentarian is **Chris Allgyer**.
- B. The following time limits will be applied unless otherwise noted:
 Reports (R) - 5 minutes
 Discussion items (D) – 10 minutes
 Motions involving discussion (M) – 15 minutes
 Times on individual items may be extended by a majority vote of the Board. Some items in the agenda may have different values assigned than listed here. The timekeeper is **Nicole Lang**.
- C. Motions submitted after the deadline (October 15) must have at least one co-sponsor.
- 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 their “ditto” 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.
- E. Professional decorum is expected at all times during the board meeting. The chair shall interrupt and rule a speaker out of order. **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. Although Keven, Margie, and Cheryl will be present for much of the FBM; it is important that the individuals indicated monitor their designated topic to make sure nothing is overlooked.
1. Items relating to Conference: **Stefan** and **Annette** (Report to the Conference Coordinator at the end of FBM 2012).
 2. Items relating to Budget: **Jim** and **Kate** (Report to the treasurer at the end of FBM 2012).
 3. Items relating to the Office: **Bruce** and **Rob** (Report to Cheryl at the end of FBM 2012).
 4. Items relating to VPs: **Jane** and all VPs.
 5. Items to return to at FBM 2012 or at SBM 2012: **Margie** and **Nancy** (Report to the President at the end of each day and at the end of FBM 2012.)
- F. Draft minutes will be available electronically each morning beginning on Monday morning, unless otherwise requested by Mary Beth. Everyone is encouraged to review the minutes each day. Three board members are asked to specifically review the minutes for their assigned day for completeness and accuracy of motions and return comments to Mary Beth by the following morning, either handwritten or electronically.
1. Sunday: **Annette, Jim, Nancy**
 2. Monday: **Bruce, Stefan, Chris**
 3. Tuesday: **Nicole, Jane, Kate**
 4. Wednesday, Saturday: **Everyone will review and send comments electronically to Mary Beth**

ATTACHMENT B

**Order of Business
AMATYC Executive Board
Fall 2012**

The board meeting will proceed in a linear fashion as listed below with the following exceptions.

- Office Report on Tuesday, 8:30-9:30 am
- Treasurer’s Report on Tuesday, 9:30-11:00 am
- Conference Committee on Tuesday, 12:30-1:30 pm

Standing Committee meetings:

- Membership & Marketing Committee meet on Sunday, 4:30-6:00 pm
- Professional Development Committee on Tuesday, 4:30-6:00 pm
- Finance Committee meeting on Monday, 4:30-6:00 pm

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

A. Agenda			Notes
Reference Materials			
	Call to Order		
A1-2	Meeting Plans		
A3	AMATYC Mission Statement		
A4	AMATYC Core Values and Vision		
A5-6	AMATYC Strategic Priorities		
A7	EAC Report	Hobbs	
A8-9	Email Ballots since SBM 2012	Orrange	
A10	Affiliate Visits		
A11-12	Acronyms		
A13	Board Liaison Assignments		
A14-17	Standing/Ad Hoc/Other Committees		
A18	Brief Robert’s Rules of Order		
A19	Rules of Conduct	Roznowski	
A20	M: Adopt Rules of Conduct	Roznowski	
A21-26	Order of Business	Roznowski	
A27	M: Adopt Order of Business	Roznowski	

B. Consent Calendar – Reports (items removed from this section will be moved to before Section D)			
National Officers			
B1	President	Roznowski	
B2-3	President-Elect	Sattler	

B4	Past President	Farinelli	
B5	Secretary	Orrange	
B6	Treasurer	Hobbs	
Regional Vice Presidents			
B7-8	Northeast	Tanner	
B9	Mid-Atlantic	Allgyer	
B10	Southeast	Cook	
B11	Midwest	Ham	
B12	Central	Lang	
B13	Southwest	Kozak	
B14	Northwest	Baratto	
B15	West	Yoshiwara	

C. Consent Calendar- Motions (items removed from this section will be moved to sections indicated)			
C1	M: Anaheim Service Project	Dockter	G22
C2-3	M: Nashville Local Arrangements Committee	Dockter	L2-3
C4	M: Appointment Journal Editorial Panel	Wildman	L4
C5-6	M: AMATYC Delegates 2013-2014	Roznowski	Moved to M1-2
C7	M: Accept Consent Calendar Reports	Roznowski	Approved

D. Academic Committees			
D1-4	Developmental Mathematics Report (DMC)	Zientek Hobbs	
D5-8	Division/Department Issues Report (DDIC)	Simpson Sattler	
D9-11	Innovative Teaching and Learning Report (ITLC)	Feldon Yoshiwara	
D12-15	M: Position Statement on Proctored Testing	Feldon	Approved
D16-17	Mathematics Intensive/College Mathematics Report	Poinsett Baratto	
D18-20	Mathematics for AAS Programs Report	Schillow Baratto	
D21-22	Placement and Assessment Report (PAC)	Edmonds Ham	
D23-25	Research in Mathematics in Two-Year Colleges (REMATYC)	Ström Lang	
D26-29	Statistics	DeHart Kozak	
D30-32	Teacher Preparation	Jacobs Farinelli	

D33-34	M: Anaheim Theme Sessions	Edmonds DeHart Jacobs	Approved
D35-36	M: Anaheim Pre-session RMETYC	Ström	Approved

E. Services / Coordinators/ Directors / Publications			
E1	Editing Director Report	Wilson Yoshiwara	
E2	<i>AMATYC News</i> Editor Report	Tannor Kozak	
E3-7	<i>MathAMATYC Educator</i> Editor Report	Wildman Tanner	
E8-9	M: MathAMATYC Educator Reviewers	Wildman	Defeated
E10-11	<i>MathAMATYC Educator</i> Production Manager Report	Alexander Tanner	
E12-17	M: PPM 12.3.1	Alexander	Approved as amended
E18-22	Webmaster Report	Ham	
E23	Affiliate Website Director	Friske Ham	
E24	Professional Networking Coordinator Report	Rhodes Ham	
E24A	M: AMATYC Website Coordinator	Ham	Approved
E25-26	Grants Coordinator Report	Calland Hobbs	
E27	Historian Report	Simmons Orange	
E28-29	SML Report	Strickland Allgyer	
E30	SML Test Developer Report	Blasberg Allgyer	
E31-32	Professional Development Coordinator Report	Oaks Orange	
E33-34	Mu Alpha Theta Report	Mowers Roznowski	

F. Staff			
F1- 8	ED Report	Cleaves	
F9-11	Office Report	Cleaves Vance	
F13	M: Calendar-based Renewals	Cleaves	Approved
F14	M: SmartSheet Annual Fee	Cleaves	Approved as amended

F15-16	M: Revised Equipment Replacement Cycle	Cleaves	Approved
F17	M: Eliminate FTA Discount for Grad Students	Cleaves	Approved

G. Conference			
G1-8	Conference Coordinator Report	Dockter	
G9-10	Potential Cities 2019 AMATYC Annual Conference	Dockter	
G11-12	Assistant CC Report	Williams Dockter	
G13-15	Program Coordinator Report	Garner Dockter	
G16	Presider Chair Report	Winnington Dockter	
G17	Exhibitor Chair Report	Goulard Dockter	
G18-19	Advertising Coordinator Report	Olshan Dockter	
G20	2012 LEC Report	Dumouchel Dockter	
G20	Roommate Network Director Report	Kodoma Dockter	
G21	2013 LEC/2014 LEC Report	Murphy Britt Dockter	
G22	M: Anaheim Service Project	Dockter	C1
G23	M: Lodging Reimbursement	Dockter	Approved
G24	M:Nashville Theme and Logo	Dockter	Approved

GG. Jacksonville Conference			
GG1	Wednesday Meetings	Roznowski	
GG2-4	Board Duties During the Conference	Roznowski	
GG5	Small Meetings	Roznowski	
GG6-7	Regional Meeting Draft Agenda (newsletter is another option, VPs received template earlier)	Roznowski	
GG8	2012 Delegate Assembly Minutes Committee	Roznowski	
GG9-10	2014 ME Committee Form	Roznowski	
GG11	Foundation Campaign Information	Roznowski	
GG12-13	Exhibit Hall Board Visits	Roznowski	
GG18	Exhibit Hall Map	Roznowski	

H. Standing Committees			
	Nominating Committee Update	Farinelli	Verbal
H1	TE Award Report	Sattler	
H2-3	Professional Development Committee	Ham	
H4	Foundation Report	Farinelli	

H5	Personnel Committee	Roznowski	
H6-7	Membership/Marketing Committee	Tanner Allgyer	
H8	Membership Report	Vance	Placeholder

I. Treasurer/Budget (Hunsucker and Cleaves will present if Hobbs is not able to attend)			
I1	Tax Review and Audit Committee	Hobbs	
I2-4	Checklist Form 990	Hobbs	
	Register Report (provided electronically prior to FBM)	Hobbs	
I5	M: Approval of Expenditures 3/1/12-9/30/12	Hobbs	Approved
	Treasurer's Report	Hobbs	
	2012 Approved Budget	Hobbs	
	Historical Data & Graphs	Hobbs	
	2013 Draft Budget	Hobbs	
	Chart of Accounts	Hobbs	
	2011 Financials	Hobbs	

J. Ad hoc Committees / Projects			
J1-2	AMATYC Project ACCESS (APA) Board Report	Watkins Cook	
J3-4	M: APA Lodging Procedures	Watkins	Defeated
J5	Pathways Liaisons	Phelps Rotman Farinelli	
J6-20	D: Member Survey	Cook	
J21	Bylaws Review	Farinelli	
J22	Institutional Review Board (IRB)	Farinelli	
J23-24	Content for the Journal	Tanner	
J25	AMATYC Website	Ham	
J26-28	M: Privacy Policy	Sattler	Approved
J29	Recording of Minutes	Orrange	
J30	Conferencing Software	Lang	
J31-32	Joint AMATYC and ASA Committee	Kozak	
J33	M: AMATYC/ASA Joint Committee Process	Kozak	Approved
J34	D: Conference Coordinator	Allgyer	
J35	Assessment Standing Committee	Sattler	
J36-37	M: Assessment Standing Committee	Sattler	Approved
J38-39	Task Force – 40 th Anniversary Planning	Sattler	
J40	M: Transfer to Digital Format	Sattler	Approved
J41	M: AMATYC Historical Bookmark	Sattler	Defeated
J42	M: AMATYC 40th Anniversary Pin	Sattler	Defeated
J43	M: Historical Anniversary Forum	Sattler	Defeated

J44	M: AMATYC Historical Poster	Sattler	Approved
J45	Task Force – Live Streaming Annual Conference Sessions	Yoshiwara	
J46	Task Force – Standards	Farinelli	
J47	Task Force – Guidelines on Academic Preparation	Roznowski	
J48	Search Committee for Journal Editor	Tanner	

K. Strategic Planning			
K1-5	AMATYC Strategic Plan with Action Items	Sattler	

L. Executive Session			
L1	M: Appointment AMATYC/ASA Joint Committee Members	DeHart Kozak	Approved
L2-3	M: Nashville Local Arrangements Committee	Dockter	C2-3
L4	M: Appointment Journal Editorial Panel	Wildman	C4
L5	M: Appointment – Professional Development Coordinator	Ham	Approved
L6	M: Appointment – Grants Coordinator	Roznowski	Approved
L7	M: Appointment – Website Coordinator	Ham	Approved
L8	M: Appointment – Conference Coordinator	Roznowski	Approved
L9	M: Appointment – SML Coordinator	Roznowski	Approved
L10	M: Appointment New Orleans 2015 Conference Local Events Coordinator	Dockter	Approved

M. New Business			
M1-2	M: AMATYC Delegates 2013-2014	Roznowski	Approved
M3	M: Research Associate	Cleaves	Approved
M4	M: Minutes Committee Recommendations	Orrange	Approved
M5	M: Back-up Database	Ham	Approved
M6	M: Triangle Coalition	Roznowski	Approved
M7	M: Approve 2013 AMATYC Budget	Hobbs	Approved

ATTACHMENT C

Expenditure Approval Committee (EAC) Report

Margie Hobbs , Treasurer

Prepared for the 2012 AMATYC Fall Board Meeting

For activity occurring April, 2012 through October, 2012

Members of the committee: Margie Hobbs, Chair; Rob Farinelli, Jim Roznowski, and Nancy Sattler
As reported by the Treasurer and approved by the 2012 EAC:

- April 19, 2012: Approved the cost of one night single room and tax for Mary DeHart, Statistics Committee Chair to arrive on Tuesday at the Jacksonville Conference
- May 24, 2012: Approved full and final payment of \$4,000 to Patrick Winters for hours above monthly allotment
- June 10, 2012 Approved the purchase of a software upgrade for RoboHelp
- August 8, 2012 Approved the purchase of a replacement labtop computer for the AMATYC office
- October 6, 2012 Approved the increase in the SML budget to cover the purchase of books for winners, \$125.88
- October 10, 2012 Approved the upgrade of SmartSheet software from a one user license to an unlimited users license, \$99.81

ATTACHMENT D

Email Motion Report for FBM 2012

Prepared by Mary Beth Orrange, AMATYC Secretary

Date	#	Category	Motion
5/2012	4	Minutes	MOTION: That the SBM 2012 minutes be approved.
5/2012	5	Office	<p>MOTION: That, effective June 1 2012, Cheryl Cleaves be appointed interim AMATYC Executive Director until a replacement is named.</p> <p>Funds currently allocated to the position of Executive Director may be used to cover expenses related to this appointment (for example: the travel of the AMATYC President and President-Elect to Memphis) and for the search for a new Executive Director.</p>
5/2012	6	Professional Development	<p>MOTION: That the draft policy 11.1.3, Traveling Workshop Coordinator be approved.</p> <p>That the position of Traveling Workshop Coordinator be filled as soon as possible.</p> <p>That the AMATYC Policy and Procedures Manual (PPM) be amended as follows: Policy 11.9.3 will be replaced with Policy 11.1.3 and listed under Policy 11.1.2 (Professional Development Coordinator).</p> <p>Policy 11.9.4 will be deleted from the PPM at the end of the 2012 conference.</p>
6/2012	7	Foundation	MOTION: That Allen Angel be appointed to the AMATYC Foundation Board for a three-year term beginning immediately (January 1, 2012) and ending December 31, 2014 (pending membership verification).

Date	#	Category	Motion
8/13/12	8	Appointments	<p>MOTION: A.) That the following individual be added to the AMATYC 2012 Jacksonville Local Arrangement Committee, pending verification of AMATYC membership: Bobbie Harman, Bobbie.Harman@fscj.edu</p> <p>B.) That, pending membership verification, Clair Wladis (cwladis@bmcc.cuny.edu) be appointed Northeast regional rep for the RMETYC committee effective immediately and continuing through Dec. 31, 2013.</p> <p>C.) That, pending membership verification, Jon Oaks (Macomb CC, jonnyoaks@gmail.com), be appointed as interim Professional Development Coordinator. The appointment will take effect immediately and will continue until the position can be advertised to the membership and an appointment can be made to complete the term of Maria Andersen, which ends December 31, 2014.</p>
8/16/12	9	Conference	<p>MOTION: That AMATYC offer exhibitors the opportunity to advertise via the conference app at a cost of \$200 effective with the 2013 Anaheim Conference. The Exhibits Chair and Conference Coordinator will work together to inform exhibitors of this advertising opportunity. The Exhibitor Contract will contain the option for exhibitors to purchase this advertising.</p>
8/20/12	10	Conference	<p>MOTION: That AMATYC allow up to 3 companies the opportunity to sponsor the conference app at a cost of \$1000 each or a single sponsor for \$2500 effective with the 2012 Jacksonville Conference.</p>
9/20/12	11	Grants	<p>MOTION: That AMATYC provide Level 1 support to the grant proposal, The Industrial Field MASTERS: Mathematics Advancing Science, Technology, Engineering Relationships using Statistics. The grant is being submitted by: John S. Pazdar, Patricia L. Hirschy, Karen B. Gaines, and Dennis C. Ebersole.</p>

Date	#	Category	Motion
10/18/12	12	Grants	<p>MOTION: That AMATYC provide Level 1 support to the grant proposal, Connecting Mathematics, Physics, and Technology Through the Use of Integrated Digital Content. The grant is being submitted by: Darrell Abney, Terry Pasley, Michael Pemberton, Dana Calland, Martha Muenks, Christopher Sears, and Scott Miller.</p>

ATTACHMENT E**AMATYC Position Paper on Proctored Testing
Approved by the ITLC February 9, 2012, Edited September, 2012****1. What is meant by proctored testing?**

Proctored testing means that students are supervised by an approved proctor, provide verification of identity, and remain in continuous line of sight of the proctor while taking an exam. Frequently the proctor is a testing official or faculty at an accredited college or university, or other sites approved by the instructor. Electronic proctoring is an acceptable alternative to traditional proctoring. Electronic proctoring means that students are supervised by webcam in conjunction with other measures such as a lockdown browser and the ability of the proctor to take over each student's computer.

2. Why require proctored testing?

To ensure the integrity of grades assigned to students taking mathematics classes taught at a distance, all students should be required to take at least two exams in a proctored setting or complete other assessments such as a class project that demonstrates mastery of the course material and verifies student identity. Such controlled assessments give credibility to and respect for the grade students earn in their distance learning courses as well as to the distance learning program itself. Some institutions may not accept mathematics classes taught at a distance as transfer credit without documented proctored exams. It is a real warning when colleges stop accepting courses from other colleges without proctored tests. It is preferable that two-year colleges create the regulations for themselves.

3. What are some guidelines for setting up a secure proctored environment?

The institution should have proctoring available for students at a campus site. Students should be informed of the proper procedure for arranging a proctoring situation that is approved by the instructor and the institution.

Any student taking classes at a distance who is unable to come to a campus site for testing has the individual responsibility to find an acceptable proctor and /or acceptable testing site, and cover any associated costs.

Proctor information must be communicated by students to faculty in an established time-frame for approval purposes.

The faculty member will convey testing information to the proctor, such as, what may and may not be used during the exam by the student, the exam password in the case of an online exam, and how to return the exam to the instructor.

4. What is the recommended number of proctored tests and how should they be weighted?

When proctored tests are used as an assessment of student learning for classes taught at a distance, the final should be proctored. It is suggested there should be at least two proctored tests including the final and proctored tests should comprise a meaningful portion (50% or more) of the course grade.

Attachment F

PPM 12.3.5 *MathAMATYC Educator* Reviewers

Composition

The Editor of *MathAMATYC Educator* will solicit reviewers from the membership of AMATYC. The number of reviewers needed will be determined by the editor. The editor is to keep a current list of reviewers with their contact information and their areas of expertise.

Appointment Process

Any member of AMATYC may request to be a reviewer.

Duties

1. Review manuscripts submitted for publication in *MathAMATYC Educator* that pertains to each reviewer's area of expertise and interest.
2. Return Reviews to the editor in a timely fashion.
3. Make recommendations to the Editor concerning publication of reviewed manuscripts.

ATTACHMENT G**12.3.1 *MathAMATYC Educator* Publication Policies**

The *MathAMATYC Educator* shall be published three times a year. The mailing dates shall be on or about September 15, February 15, and May 15.

Content

1. The *MathAMATYC Educator* will focus primarily on educational articles, in particular those that would be useful to two-year college faculty, as well as regular features. The regular features could include a problem section, a media section, technology review section, short teaching articles or lesson plans that offer immediate application for the reader, Editor's Comments, Letters to the Editor, and organization announcements. A themed issue should be considered once a year. The content of each issue shall be determined by the editor, in consultation with the editorial panel.
2. Organizational announcements may include:
 - all issues – upcoming conference information, information on the on-line store, institutional and individual membership information
 - February 15 issue – upcoming summer institute information, traveling workshop information, and recognition of institutional members
 - May 15 issue – Student Mathematics League information, call for nominations for Teaching Excellence Award (even numbered years) and the Mathematics Excellence Award (odd numbered years)
 - September 15 – Call for Presenters for following year's conference, AMATYC Foundation information, call for nominations for Teaching Excellence Award (even numbered years), the Mathematics Excellence Award (odd numbered years), and a recognition of reviewers and the editorial panel
3. The manuscript submission policy shall be printed on the official journal page of the journal. Manuscripts shall be submitted to the editor electronically. The most current edition of the Publication Manual of the American Psychological Association shall be used for the style format.

Production

1. Each issue will contain no more than 72 pages. This page count is a "cover to cover" count and includes all pages from the front cover to the back cover. The size of each issue is determined by budget constraints. The number of pages of advertising should not exceed 20% of the number of pages in each issue.
2. The *MathAMATYC Educator* will be magazine style – approximately 8-1/4 inches by 10-3/4 inches with glossy paper and a four color cover and with color throughout.
3. The Editor forwards articles in editable electronic format to the Production Manager and the professional editor.
4. The Production Manager cleans up the raw copy for uniformity (indents, spacing, punctuation, etc) and may make other minor edits as recommended by the professional editor. Equations, graphs, and other mathematical objects are also moved to a uniform layout at this time as

necessary. Decisions on article order and cover emphasis are made by the Production Manager and the Editor at this time.

5. The Production Manager also collects supporting materials from internal and external sources, including advertisements, filler content, and AMATYC materials.
6. Articles are then sent to the layout artist, who creates the first draft with articles, ads, and most filler in place.

Proofing

The *MathAMATYC Educator* should be proofed before printing by the *MathAMATYC Educator* Editor, Production Manager, content authors, Advertising and Conference Chairs, and Publications Director.

The proofing schedule for the *MathAMATYC Educator* is:

1. The production manager distributes PDF proofs of individual articles back to the authors for proofreading. The full PDF proof also goes out to the AMATYC proofreaders. Proofreaders include the authors, the Publications Director, the Advertising Chair, the Conference Coordinator, the Editor, and others who may assist these individuals. Comments, corrections, and other suggestions are returned to production manager to incorporate changes in the final proof. The production manager should consult with the editor over questions pertaining to article content.
2. The final PDF proof goes to the printer. Printer proofs and mock-up are reviewed by the Production Manager for approval before the actual printing.
3. The final printer proof is sent electronically by the Production Manager to the Editor, Publications Director, and Advertising Chair. Corrections and changes are submitted to the Production Manager. Once everything is in good order, printing and mailing may proceed.

Distribution

1. General permission is granted to educators to photocopy material from the *MathAMATYC Educator* for noncommercial instructional or scholarly use. Permission must be sought from the authors in order to charge for photocopies, to quote material in advertising, or to reprint articles in other educational publications. Once permission is obtained, credit should be given to the source of the material by citing a complete reference.
2. In addition to paid subscriptions, the following people should receive the *MathAMATYC Educator*: executive director of MAA, executive director of NCTM, executive director of CBMS, and the associate executive director of MSEB and that a sufficient number of copies of each issue should be sent to the chair of CBMS for distribution to CBMS members.
3. The library rate for the *MathAMATYC Educator* shall be the same as the regular membership rate.
4. A complimentary issue of *MathAMATYC Educator* should be distributed to all authors whose article has appeared in the edition. Additional copies of each issue should be made available to the office to handle periodic requests that are received.

ATTACHMENT H

12.4.2 Website Coordinator

The website coordinator maintains AMATYC's website and assists AMATYC committees and affiliates with Internet-related technical assistance.

Appointment Process

The Website Coordinator is recommended by the President and appointed by the Executive Board.

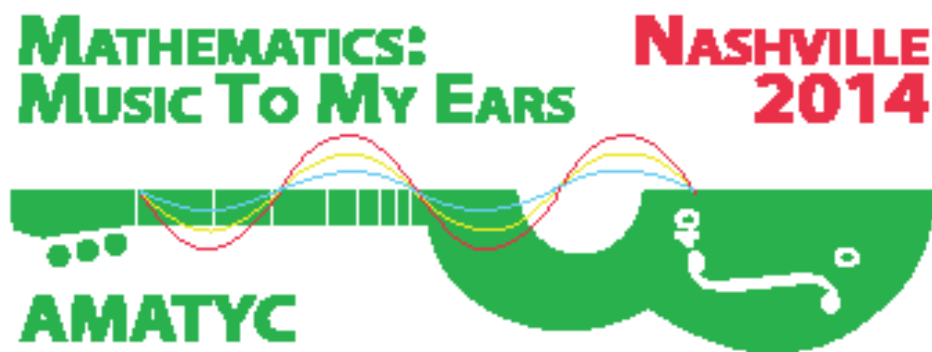
Term of Office

The term length is two years. The starting date of each term is January 1 of an odd-numbered year, and the ending date is December 31 of the next even-numbered year. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. [<FBM 2007>](#)

General Duties

1. Ensure that all content of the AMATYC website conforms to professional association standards.
2. Update the AMATYC home page frequently to include recent announcements, events or association information.
3. Maintain contact information on the website for Board members, the national office, committee chairs, service coordinators, publication contacts, and conference chairs.
4. Maintain a web page containing each of the following:
 - Links to affiliate websites
 - Links to affiliate conferences
 - Links to AMATYC Committee websites
 - Links to other mathematics professional organizations
 - Position announcements per policies
 - A job board
 - Links to existing AMATYC documents and publications
 - Up-to-date information about the Student Math League
 - Up-to-date information about the Teaching Excellence and Mathematics Excellence award and awardees
 - Links to documents used by AMATYC leadership
 - Links to documents relevant to the AMATYC Delegate Assembly
5. Maintain web pages for the annual conference.
 - Provide a link to the mini-program for the annual conference.
 - Provide registration information.
 - Provide conference hotel information.
 - Publish conference exhibitor forms and materials.
 - Publish conference commercial presentation forms and materials.

ATTACHMENT I



ATTACHMENT J

AMATYC IRB **SECTION 1 – Definition**

J-22b

The AMATYC **institutional review board (IRB)** is a committee that has been formally designated to approve, monitor, and review biomedical and behavioral research involving humans. The AMATYC IRB is responsible for critical oversight functions for research conducted on human subjects that are *scientific, ethical, and regulatory*.

The purpose of the AMATYC IRB review is to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in a research study. IRBs attempt to ensure protection of subjects by reviewing research protocols and related materials. IRB protocol review assesses the ethics of the research and its methods, promotes fully informed and voluntary participation by prospective subjects capable of making such choices (or, if that is not possible, informed permission given by a suitable proxy), and seeks to maximize the safety of subjects.

Section 2 - Registration

The IRB will register with the Office of Human Research Protections (OHRP) through the U.S. Department of Health and Human Services.

Section 3 – Composition

The composition of the AMATYC IRB will follow the following guidelines:

- a. The IRB must have at least five members, these include the President, President-Elect, Executive Director, chair of the REMATYC committee and at least one at-large member chosen according the guidelines below.
 - i. The at-large member(s) must have enough experience, expertise, and diversity to make an informed decision on whether the research is ethical, informed consent is sufficient, and appropriate safeguards have been put in place.
 - ii. The IRB should include both men and women, as long as they aren't chosen specifically for their gender.
 - iii. The Executive Director shall serve as the chair of the IRB and will be responsible for completing the necessary forms and paperwork.
- b. IRB members may not vote on their own projects.
- c. The IRB may include consultants in their discussions to meet requirements for expertise or diversity, but only actual IRB members may vote

Section 4 – Term Length

The IRB will serve for a term of two years concurrent with the AMATYC Board. The AMATYC IRB will be appointed at the SPO in even-numbered years.

Section 5 – Training

The members of the AMATYC IRB will be responsible for completing the required training through OHRP and will be reimbursed for the cost of the training through AMATYC.

ATTACHMENT K

AMATYC PRIVACY POLICY

Effective January 1, 2013

Who We Are

This is the American Mathematical Association of Two-Year Colleges (AMATYC) Internet Privacy Policy. You may contact us at AMATYC, 5983 Macon Cove, Memphis, TN 38134. We are located in the Central Time Zone and office hours are from 9:00 am to 5:00 pm Monday through Friday. We can be reached by telephone at (901) 333-6243, by fax at (901) 333-6251, or by email at help@amatyc.org. Whenever we change our policy, we will give reasonable notice by posting a notice on our home page. To view our Privacy Policy at any time go to <http://www.amatyc.org/documents/Guidelines-Position/privacypolicy.html>.

AMATYC values individual privacy and we want to give our website visitors the opportunity to know what information we collect about them and how they can limit the use of personally-identifiable information beyond the purposes for which they first provided it. *At all times, however, AMATYC reserves the right to disclose information where required bylaw or to comply with valid legal process (such as a search warrant, subpoena or court order), to protect AMATYC's rights or property, including without limitation in the event of a transfer of control of AMATYC or substantially all of its assets, or during emergencies when safety is at risk.*

Data We Collect and How We Use It**Personally Identifiable Information**

We collect your email address if you communicate with us by email, as well as other information that you might supply voluntarily, such as survey information. If you purchase a product or service at our site, we will also ask for your credit card number or other account number you wish to be charged. ***All credit card payments are processed electronically through PayPal which adheres to international PCI (payment card industry) compliance standards for data security. No personal credit card information is retained on any AMATYC computers.***

We may use this information to respond to an email or other inquiry or request, to help improve our website and our services, to customize your experience at our website, or to send updates or notices about our organization and professional development opportunities (including webinars and conferences) we offer that we think may be of interest to you. We may also combine this information with other generally or publicly available information to help us identify visitors' preferences or interests.

A combined membership list is available on the AMATYC website. If a member prefers not to be listed on the website, his or her name will not appear. Further, with the members' express approval, AMATYC may occasionally provide, sell, or rent limited data to third parties, including companies that offer products and services for sale to AMATYC's members. This limited data includes name, companies/organizations, and business addresses or email address, but do not include job titles, business phone numbers or business fax numbers.

Children’s Privacy

AMATYC’s website is intended for adults. AMATYC does not knowingly collect personal information from children under the age of 13. If AMATYC obtains knowledge that it has personally identifiable information about a child under 13 in retrievable form in its files, AMATYC will delete that information from our existing files.

Cookies & Computer-Related Information

AMATYC does not enable “cookies” on our website with one exception. A cookie is used in website system administration to keep track of movement of an individual user from one screen to another. This information may be used by our staff to detect and resolve website problems and to assist with customer support. We do not collect any personally identifiable information about site visitors in this process.

We collect information from your computer and navigation patterns when you visit our site, including your Internet Protocol (IP) address, the computer’s operating system, the type of browser you use, and the specific web pages visited during your connection. We may also track data such as the total number of visits to our website and the number of visitors to each page of our website. We may use this information, in aggregate form, for system maintenance and to better understand how our visitors use our site and services so that we can make them better.

How You Can Control and Update Data about You

We want to be sure that we keep only the most accurate and up-to-date information about you in our records. Therefore, whenever you believe that your contact information needs to be updated, you can email us at help@amatyc.org to correct or update your contact information. You may choose at any time to remove your name, telephone and fax numbers, and postal and email addresses from the lists we use to send notices or updates and elect not to receive correspondence from us by emailing at help@amatyc.org.

Users may request that AMATYC refrain from disclosing to third parties the data it collects on its membership application form or any other form.

Other Internet sites you visit — including those linked from the AMATYC website — may have their own privacy policies or no policy at all. Other websites might use personal information differently than our policy permits. We strongly encourage you to review the privacy policies of any site before providing any personal information.

Data Integrity and Security

We use state-of-the-art technology to keep any information you provide as secure as possible. We also have in place privacy protection contractual obligations with our vendors designed to ensure that personal data is protected from unauthorized access or disclosure. All AMATYC employees must abide by AMATYC’s Privacy Policy. Only authorized employees and AMATYC members are permitted to have access to personally-identifiable data about website visitors, and that access is limited to what is reasonably needed to perform an employee’s responsibilities, such as providing updates or notices or customer service. Employees who violate our privacy policies are subject to disciplinary action, up to and including termination.

ATTACHMENT L

EQUIPMENT REPLACEMENT CYCLE

Year 1:(2013/2017)	Budget
Replace Office Clerk's computer	\$1500
Replace Office laptop and travel printer	\$1800
Replace Office printer (color laser)	\$2000
Purchase Conference Coordinator's laptop	\$1500
 Year 2:(2014/2018)	
Replace Accounting Director's computer	\$1500
Purchase Secretary's laptop and printer	\$1800
Purchase President-Elect's equip choice	\$2000
 Year 3:(2015/2019)	
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:(2016/2020)	
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

ATTACHMENT M

Minutes' Committee Recommendations

1. Who records the minutes?

The AMATYC Executive Board Secretary

2. What is included in the final minutes?

- a. Time the meeting began, a list of those present, who is the presiding officer. As individuals come and go at the meeting their presence is noted.
- b. A record of email motions since the last full board meeting.
- c. A record of non-budgeted expenditures that are approved by the EAC.
- d. A list of contracts and addenda signed since the last board meeting including the terms of the contract and where feasible, the cost of the contract.
- e. A detailed list of the motions from the consent agenda and the results of the vote.
- f. A notation of motions that were tabled or moved to later in the meeting at the original point in the agenda.
- g. The exact wording of all motions presented to the board, the first is recorded and the second is technically optional as is the count. The exact recording of the motion, the maker of the motion, and if the motion was approved or defeated are required. Also, to be included as attachments are any additional files or information relevant to each motion.
- h. Time of adjournment.

3. What method is used to take the minutes?

The minutes are to record the actions taken at the meeting, not the opinions expressed during the debate of the actions.

4. How they are retained?

The official, signed copy of the minutes is to be filed in the AMATYC office. Copies are retained on the Secretary's computer and on the AMATYC website.

ATTACHMENT N

11.1.3 Traveling Workshop Coordinator

The Traveling Workshop Coordinator serves a major role in the promotion of the Traveling Workshop program and works closely with the Professional Development Coordinator, the Professional Development Committee, the Board liaison and the AMATYC Office.

Appointment Process

The Traveling Workshop Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

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

Qualifications

1. AMATYC member with a Regular or Life membership.
2. Good written and verbal communication skills.
3. Experience as a workshop presenter.
4. Experience in program evaluation.
5. Well organized and able to work on a regular schedule.
6. Ability to respond to requests for Traveling Workshops promptly.
7. Ability to work with colleagues and to provide leadership.
8. Ability to take direction from and work with others cooperatively.

Duties

1. Work closely and have regular communication with the Professional Development Coordinator.
2. Assist the Professional Development Coordinator in developing workshop options and curricula for new workshop strands.
3. Meet with the Professional Development Coordinator at the annual conference.
4. Work closely with the Executive Board liaison.
5. Review existing workshop options.
6. Recommend changes in workshop procedures or fees.
7. Coordinate the recruitment of new Traveling Workshop facilitators.
8. Work with facilitators to develop and revise workshop outlines and materials.
9. Coordinate the orientation and training of new Traveling Workshop facilitators at the annual conference or via web training.
10. Develop and revise the facilitator application.
11. Maintain regular contact with all Traveling Workshop facilitators and the Professional Development Coordinator.

12. Coordinate the promotion of AMATYC Traveling Workshops through activities such as, but not limited to, the Traveling Workshop Brochure, communication with AMATYC affiliates and institutional members, and preparation of articles on Traveling Workshops for the *AMATYC News*.
13. Maintain regular contact with the AMATYC Office regarding the status of inquiries on Traveling Workshops.
14. Provide the AMATYC Website Coordinator with updated information on the AMATYC Traveling Workshops.
15. Work with those requesting a Traveling Workshop to clarify the topic(s) for the workshop.
16. Provide a selection of appropriate and qualified facilitators for each workshop. Maintain current CVs for all facilitators. Serve as a liaison between the facilitator and the client once a facilitator has been chosen by the client.
17. Provide workshop facilitators with (1) a template for evaluating traveling workshops, (2) AMATYC publicity materials to be distributed at the workshop, and (3) a PowerPoint template for presentations.
18. Follow up with Traveling Workshop host and facilitator to ensure workshop goals and expectations are met.
19. Review evaluations of Traveling Workshops.
20. Prepare written Board reports twice annually (2/15 and 9/15) using the format provided by the Board.
21. Perform other duties necessary to promote successful Traveling Workshops