

**AMATYC Executive Board Meeting
SBM 2012
Memphis, TN**

Friday April 13, 2012

The meeting was called to order at 8:40 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
Mary Beth Orrange	Secretary	Nicole Lang	Central Vice President
Margie Hobbs	Treasurer	Kathryn Kozak	Southwest Vice President
Jane Tanner	Northeast Vice President	Stefan Baratto	Northwest Vice President
Chris Allgyer	Mid-Atlantic Vice President	Bruce Yoshiwara	West Vice President

Excused for Friday and Saturday sessions: Rob Farinelli, Past-President.

Also present were: Patrick Winters, Executive Director, Cheryl Cleaves, EDOO, and Keven Dockter, Conference Coordinator.

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

MOTION: To approve the attached Rules of Conduct. **Motion approved**
Made by Stefan Baratto and seconded by Jim Ham.

MOTION: To approve the attached Order of Business and agenda. **Motion approved**
Made by Kathryn Kozak and seconded by Stefan Baratto.

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

Email MOTIONS approved since the SPO 2012:

MOTION: That the minutes of the 2012 SPO be approved as submitted.

Correction: MOTION: That Bruce Yoshiwara, Northeast VP, be appointed to the Personnel Committee from 1/1/12 through 12/31/13.

Be changed to:

MOTION: That Bruce Yoshiwara, West VP, be appointed to the Personnel Committee from 1/1/12 through 12/31/13.

MOTION:

- That up to \$3,000 be allocated out of special projects for the recording of sessions during the 2012 AMATYC National Conference in Jacksonville, FL
- That the sessions to be recorded, as determined by the Program Coordinator and Conference Coordinator, be indicated in the conference program

That after the conference, links to the recorded sessions will have a prominent place on the web site and will be listed in the *AMATYC News*.

MOTION: That the AMATYC Statistics Committee hold a preconference workshop in Jacksonville, Florida on Wednesday, November 7, 2012. The workshop will be sponsored by the CAUSE project.

CONSENT CALENDAR. Reports were accepted as presented except the report from President and Treasurer were pulled from the consent calendar.

MOTIONS ON CONSENT AGENDA:

MOTION: That the two term limit for regional representatives be eliminated, effective immediately **Pulled from consent agenda and moved to follow after academic committee reports.**

MOTION: That effective with the submission of the FBM 2012 reports, the academic committee chairs will no longer submit a list of members but will provide an estimate of the number committee members as part of their reports. (PPM 9.4)

MOTION: That effective in 2013, the date to receive issue #1 of the *AMATYC News* be changed from January 20 to February 1. (PPM 12.2.1)

MOTION: That pending membership verification, Frank Goulard be appointed to his second term as Exhibit Chair effective 1/1/2013.

MOTION: That Rob Eby is reappointed, pending membership verification, to an at-large position on the AMATYC Program Review Committee beginning at the conclusion of the 2012 conference and ending at the conclusion of the 2015 conference.

MOTION: That Amy Tankersley be appointed, pending membership verification, as the Nashville regional representative position on the AMATYC Program Review Committee beginning at the conclusion of the 2012 conference and ending at the conclusion of the 2015 conference.

MOTION: Pending membership verification, to appoint Connie Buller, Metropolitan CC, as the editorial panel member from the Central Region; reappoint Tim Mayo, Mohave CC, as the editorial panel member from the Southwest Region; and to reappoint Robert Cappetta, College of Du Page as the editorial panel member from the Midwest Region.

MOTION: That, pending membership verification, Joyce Friske be reappointed as Affiliate Website Director. This her third term will begin July 1, 2012 and will end on June 30, 2014 or when the responsibilities of the position can be assumed by the individual managing the web site whichever is sooner.

MOTION: That, pending membership verification, the attached list of regional representatives to the nine AMATYC academic committees be approved. The terms will run from appointment through EOC 2013.

MOTION: That AMATYC Networks (ANets) no longer be available. (PPM 9.8)

MOTION: To eliminate Section 11.4.1 of the PPM related to the appointment process, term of office, qualifications, and duties of the *Beyond Crossroads* Digital Products Coordinator. (PPM 11.4.1)

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

Made by Stefan Baratto and seconded by Bruce Yoshiwara.

Motion approved

Discussion of the President's report regarding the Memorandum of Understandings (MOUs) with other professional organizations took place. List of existing MOUs will be included with the board meeting package at each board meeting and posted on the internal AMATYC website.

Discussion of the Treasurer officer's report centered around timely filing of the IRS Form 990. Typically AMATYC requests a three month filing extension.

Academic Committee Reports were received and reviewed. The Position Paper on Proctored Testing submitted by the Innovative Teaching and Learning Committee (ITLC) was reviewed by the board with suggested changes sent to the ITLC for consideration.

Motions from the reports follow:

MOTION: That the revised position statement on Academic Assessment of Mathematical Programs be reaffirmed with the changes submitted by the Placement and Assessment Committee.

Made by Stefan Baratto and seconded by Jim Ham.

Motion approved

MOTION: On behalf of the Research Committee, I propose that we offer a Research Pre-Session of Wednesday, November 7, 2012 from 6:00 – 8:40 pm. As Chair, I will solicit proposals and schedule talks for this block of time. Sessions will be 30-minutes long (20-minutes for presentation plus 10-minutes for questions) with a 10-minute break between presentations for continued networking. I request 4 small presentation rooms (located near each other) to host the talks, which allow for 16 talks (4 blocks of 40-minute in 4 rooms). The purpose of the research pre-session is for presenters to report on preliminary research they are currently engaged in. These sessions will be modeled after the SIGMAA on RUME conference sessions for preliminary reports. As part of the proposal process, speakers will submit a written report (up to 5 pages, including reference material) to be included as part of the pre-session proceedings. The RMETYC Executive Board will review the reports to determine which talks will be accepted. (April Strom, Chair)

Made by Kathryn Kozak and seconded by Stefan Baratto.

MOTION: To postpone the motion until later in the meeting, Sunday.
Made by Nancy Sattler and seconded by Jane Tanner.

Motion to postpone: approved

MOTION: That the two term limit for regional and at-large representatives to AMATYC Academic Committees be eliminated, effective immediately. (PPM 9.4)
Made by Margie Hobbs and seconded by Stefan Baratto.

Motion approved

National Office Reports were received and reviewed. Motions from the reports follow:
Also present: Christy Hunsucker, Christine Shott, and Beverly Vance (Office Staff) (afternoon session only)

MOTION: Purchase “small office” American Society of Association Executive (ASAE) membership.
Made by Kathryn Kozak and seconded by Stefan Baratto.

Motion approved

MOTION: Purchase SmartSheet software to manage tasks electronically.
Made by Stefan Baratto and seconded by Margie Hobbs.

Motion approved

MOTION: AMATYC develop a privacy policy and procedures for publication on the AMATYC website. (PPM to be determined)
Made by Margie Hobbs and seconded by Stefan Baratto.

Motion approved

MOTION: AMATYC establish a written policy to be added to PPM that outlines the following: who records the official minutes, what is included in the final minutes, what method is used to take minutes, and how they are retained. (PPM to be determined)
Made by Margie Hobbs and seconded by Stefan Baratto.

Motion approved

MOTION: That the following policy be adopted: When traveling for AMATYC business, a full-time staff 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 of Office Operations. (PPM6.10.2, 7.1 item #3)
Made by Stefan Baratto and seconded by Margie Hobbs.

Motion approved

Presentation by Keven Dockter about 2012 conference progress.

President Jim Roznowski announced that all committees that are to be formed as results of motions will be created at the end of the conference to allow for appropriate committee selections.

Meeting suspended at 4:20pm.

Meeting resumed at 8:30 am Saturday, April 14.

8:30 – 11 am Strategic Planning Session led by Nancy Sattler.

Conference report continued.

Also present: Christy Hunsucker (afternoon session only)

Conference Reports were received and reviewed. Motions from the reports follow:

MOTION: That the definition, on the attached page, of a session which is commercial be adopted and placed into the Policy and Procedures Manual in section 8.10.1 Conference Program Definitions. (PPM 8.10.1)

Made by Stefan Baratto and seconded by Kathryn Kozak.

Motion approved

MOTION: That effective with the 2013 AMATYC Annual Conference, at most four (4) themed sessions be scheduled during any conference. (PPM 8.10.1)

Made by Jane Tanner and seconded by Stefan Baratto.

Motion defeated

MOTION: Revisions to current Corporate Partner Program Beginning January, 2012. That the attached Proposal for the Corporate Partner Program be approved. (PPM 6.11.5 and 8.8.1)

Made by Kathryn Kozak and seconded by Stefan Baratto.

Motion approved

MOTION: That beginning with the 2012 annual conference, AMATYC will offer a \$50 discount on the annual conference registration fee for first-time conference attendees who register for the entire conference during the discount registration period. Single day registrations are not eligible for the \$50 discount. (PPM 8.12.3 number 6)

Made by Kathryn Kozak and seconded by Stefan Baratto.

Motion approved

Treasurer's Report was received and reviewed. Motions from the reports follow:

MOTION: That the discount registration for members be set at \$340 for the 2013 annual conference in Anaheim.

Made by Margie Hobbs and seconded by Stefan Baratto.

MOTION to amend: That the discount registration for members be set at \$325 for the 2013 annual conference in Anaheim.

Made by Nancy Sattler and seconded by Stefan Baratto.

Motion to amend defeated

Original motion approved

MOTION: That the expenditures from the cash account register from September 30, 2011 through February 28, 2012 be approved.

Made by Stefan Baratto and seconded by Nancy Sattler.

Motion approved

Meeting suspended at 4:30 pm

Meeting resumed at 9 am Sunday, April 15.

Rob Farinelli, Past-President joined the meeting at this time.

Standing committee's reports were received and reviewed. Ad HOC committees and special projects reports were received and reviewed. Motions from the reports follow:

MOTION: That a committee be appointed to research and purchase conferencing software from special projects money to enable the AMATYC office, board, and committee members to conduct business electronically.

Made by Nancy Sattler and seconded by Jane Tanner.

MOTION: The Professional Development Committee serve as the committee in the original motion.

Made by Stefan Baratto and seconded by Kate Kozak.

**Motion to amend defeated
Original motion approved**

MOTION: That the AMATYC 101 session held at each annual AMATYC conference to introduce first time attendees to the conference be held as a webinar two weeks before the conference.

Made by Nancy Sattler and seconded by Jane Tanner.

Motion defeated

MOTION: That the AMATYC Delegate Assembly packet be available electronically by a link to the AMATYC website and that the link be made available to each conference attendee starting with the 2012 Jacksonville Conference.

Made by Nancy Sattler and seconded by Jane Tanner.

MOTION: To postpone the motion until Monday's session

Made by Kathryn Kozak and seconded by Margie Hobbs.

Motion approved

MOTION: That AMATYC academic committees have the option of holding virtual meetings throughout the year. (PPM to be determined)

Made by Nancy Sattler and seconded by Jane Tanner.

Motion approved

The following reports were given verbally:

Member survey report – Annette Cook

Bylaw Review – no report

Institutional Review Board – Rob Farinelli No report, pending work conducted this summer.

Trademark and Copyright – Stefan Baratto

The following motions relate to the Trademark and Copyright Committee:

MOTION: That the AMATYC Office register, and renew as appropriate, the following items with the U.S. Patent and Trademark Office.

- “American Mathematical Association of Two-Year Colleges”
- “AMATYC”
- Logos at the discretion of the President.
- “Opening Doors Through Mathematics”

The Executive Director of Office Operations will inform the President and Treasurer of the total cost of this endeavor after completing the process.

Made by Stefan Baratto; no second necessary as it was proposed by a committee.

Motion approved

MOTION: That the AMATYC Office register the following items with the U.S. Copyright Office.

- Top-level AMATYC websites
- AMATYC publications at the discretion of the President

The Executive Director of Office Operations will inform the President and Treasurer of the total cost of this endeavor after completing the process.

Made by Stefan Baratto; no second necessary as it was proposed by a committee.

Motion approved

MOTION: That the AMATYC Office work with the President or a designee to determine the cost of obtaining the following domains.

- amatyc.edu
- amatyc.net
- matyc.edu
- matyc.net
- amatyc.com
- matyc.com

If the President determines the cost of obtaining these domains to be reasonable, then the President may direct the Office to obtain the domains.

Made by Stefan Baratto; no second necessary as it was proposed by a committee.

Motion approved

A committee will be formed to continue the review the proper use of intellectual property.

40th Anniversary Conference – Roznowski

\$40,000 has been allocated for the 2014 conference for the Anniversary Conference.

Postponed Motion from RMETYC Committee:

MOTION: On behalf of the Research Committee, I propose that we offer a Research Pre-Session of Wednesday, November 7, 2012 from 6:00 – 8:40 pm. As Chair, I will solicit proposals and schedule talks for this block of time. Sessions will be 30-minutes long (20-minutes for presentation plus 10-minutes for questions) with a 10-minute break between presentations for continued networking, I request 4 small presentation rooms (located near each other) to host the talks, which allow for 16 talks (4 blocks of 40-minute in 4 rooms). The purpose of the research pre-session is for presenters to report on preliminary research they are currently engaged in. These sessions will be modeled after the SIGMAA on RUME conference sessions for preliminary reports. As part of the proposal process, speakers will submit a written report (up to 5 pages, including reference material) to be included as part of the pre-session proceedings. The RMETYC Executive Board will review the reports to determine which talks will be accepted. (April Strom, Chair)

Motion defeated

Revised RMETYC motion:

MOTION: A two-hour research pre-session be offered during the evening of Wednesday, November 7, 2012 at a time to be determined by the conference coordinator. 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 said 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 Kathryn Kozak.

Motion approved

Meeting suspended at 1:15 pm.

Meeting resumed at 8:30 am Monday, April 16.

The Board entered into Executive Session at 8:37 am.

The Board returned from Executive Session at 10:12 am.

The President reported that during Executive Session, the Board took the following actions: The ME Award winner was selected. Pending membership verification, the following three names for Teacher Prep academic committee executive board were approved Ruth Collins, Mid-Atlantic, Walden University, lv2fly@comcast.net; Dan Fahringer, Member-at-large, Harrisburg CC, dpfahrin@hacc.edu; Michelle Doucette, Northeast, Onondaga CC, doucettem@sunyocc.edu. Speakers for the Nashville Conference were selected and prioritized. The motion that the Executive Director of Office Operations volunteer position is extended indefinitely and persons are appointed to the position for a term of 5 years was made, seconded, and defeated. A paper ballot was called for and used.

MOTION: Approve of a regional meeting for the Southwest region for summer 2013.

Made by Kathryn Kozak and seconded by Bruce Yoshiwara.

Motion approved

MOTION: The following policy will become part of the Policy Manual as Section 2.16 Public Disclosure.

AMATYC will supply the following documents to the public on request:

1. IRS Form 1023: Application for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code and supporting documents.
2. Letter from the IRS granting exemption.
3. IRS Form 990: Return of Organizations Exempt from Income Tax, for the previous three years.

The request for any or all of the three documents may be in person or in writing. If the request is made in person at the AMATYC Office in Memphis, TN., the request will be acted on the day of the request and requested documents will be provided to the requester before the close of business on the same day provided copying costs are paid in advance.

If the request is made in writing, the requested documents will be postmarked (if mailed) within 30 days of the receipt of the request.

AMATYC will charge 20 cents per page for copying costs and actual postage for documents that are mailed and those costs will be paid in advance by check or cash. (PPM 2.16)

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

MOTION: That a Task Force be formed to make recommendations on the updating of the AMATYC standards document, *Beyond Crossroads*. The Task Force will submit a recommendation at the SBM 2013.

Made by Stefan Baratto and seconded by Jane Tanner.

Motion approved

MOTION: That a Task Force be formed to make recommendations on the updating of the Guidelines on Academic Preparation of Mathematics Faculty at Two-Year Colleges and Opportunities for Excellence: Professionalism and the Two-Year College Mathematics Faculty. The task force will submit regular reports to the AMATYC Board with a final report ready to start the review process at the SBM 2013.

Made by Stefan Baratto and seconded by Kathryn Kozak.

Motion approved

MOTION: That AMATYC and American Statistical Association (ASA) form a joint committee as outlined in the attached Memo of Understanding. The committee will be formed immediately after approval by the governing boards of both organizations.

Made by Kathryn Kozak and seconded by Stefan Baratto.

Motion approved

MOTION: Contracts to appoint or extend an appointment of individuals or individuals “doing business as” some entity for pay in excess of \$5,000 annually must be formally approved by the AMATYC Executive Board prior to the President’s signing the contract.

Made by Kathryn Kozak and seconded by Stefan Baratto.

MOTION: to call the question – Margie Hobbs

Motion to call the question approved

Motion defeated

MOTION: That the attached policy 6.10 General Financial Policies be accepted as revised.

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

MOTION: to change order of motions to address all motions related to section 6.1 at this time.

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

MOTION: To replace 6.10.2 G (part B) with:

B. Persons desiring to travel by private automobile will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost. Total air travel cost will be calculated in the following manner: Predicted round-trip coach airfare (see also item D ii above) plus round-trip cost of 1 checked bag (if applicable) plus cost of transportation to and from both departure airport and destination airport plus airport parking (if applicable).

Airfare must be verified by an itinerary from a travel or airline site with anticipated travel dates and must be dated at least 14 days prior to the planned date of departure. Other predicted air travel costs may require verification at the request of the Treasurer.

Round-trip mileage must be verified by a web-based map service.

Documentation related to airfare and round-trip mileage must accompany reimbursement requests.

Made by Jane Tanner and seconded by Stefan Baratto.

Motion approved

MOTION: To insert after 6.10.2 H in policy manual:

I. AMATYC Executive Board travel to Affiliate Meetings

A. Members of the Executive Board may use a private automobile to travel to Affiliate Meetings if the round trip mileage is $\leq 1,000$ miles per trip. Round-trip mileage must be verified by a web-based map service and must accompany reimbursement request.

B. When Executive Board members fly into a city and must travel outside the city to reach the affiliate meeting site, a rental car may be used to travel from airport to affiliate meeting site if cost of rental car, including cost of gasoline and rental car insurance, is less than the estimated cost of other means of transportation such as taxi or is the only means of accessing the affiliate meeting site.

C. Executive Board members desiring to travel by private automobile for trips that exceed 1000 miles will be reimbursed for the lesser of two costs: round-trip mileage or total air travel cost. Total air travel cost will be calculated in the following manner: Predicted round-trip coach airfare (see also item D ii above) plus round-trip cost of 1 checked bag (if applicable) plus cost of transportation to and from both departure airport and destination airport plus airport parking (if applicable).

Airfare must be verified by an itinerary from a travel or airline site with anticipated travel dates and must be dated at least 14 days prior to the planned date of departure. Other predicted air travel costs may require verification at the request of the Treasurer.

Round-trip mileage must be verified by a web-based map service.

Documentation related to airfare and round-trip mileage must accompany reimbursement requests.
(PPM 6.2.10H)

Made by Jane Tanner and seconded by Kathryn Kozak.

Motion approved

MOTION: That a committee be formed to make recommendations regarding the position of conference coordinator. These recommendations may include, but are not limited to: continue the position as it currently is, outsource the responsibilities of the position, expand our contract with Experient to handle the responsibilities of the position. Recommendations will be made at the FBM 2012.

Made by Jim Ham and seconded by Rob Farinelli.

Motion approved

MOTION: That effective June 1 2012, the AMATYC Conference Coordinator position becomes a paid position at \$2,200/month for 72 hours per month. Duties will be as stated in Section 8.4 of the Policy and Procedures Manual. The Personnel Committee will determine with whom and how the Conference Coordinator will report to receive payment of the remuneration. This position is to be a contract position with no paid benefits.

Made by Margie Hobbs and seconded by Stefan Baratto.

MOTION: to table.

Made by Jane Tanner seconded by Jim Ham.

**Motion to table approved
Original motion tabled**

MOTION: That AMATYC establish two liaison positions for developmental mathematics to support purposeful and prolonged communication with key organizations involved with fundamental improvements in developmental mathematics. The Liaisons would connect with (among others): Dana Center (UT-Austin), Carnegie Foundation, Achieving the Dream, Gates Foundation, Hewlett Foundation, National Governors Association, College Board, and ACT. The Liaisons would receive funding to cover the costs of travel (\$15,000 total per year, maximum); the Liaisons would work closely with the Developmental Mathematics Committee of AMATYC, and provide reports to AMATYC of activities.

Further, that the AMATYC Board appoint Liaisons for a period of two years, normally coinciding with the Board's terms of office (January).

Made by Stefan Baratto and seconded by Rob Farinelli.

Motion defeated

MOTION: That the Past Presidents Advisory Council meeting at AMATYC conferences be replaced with a conference call or e-meeting prior to the Fall Board meeting effective with the Jacksonville conference. The timeslot for PPAC at the conferences will be used to update the past presidents on board actions taken during the Fall Board meeting.

Made by Jane Tanner and seconded by Stefan Baratto.

Motion approved

MOTION: That the Organization continue to provide each affiliate organization with one affiliate scholarship per year for two years (Anaheim, Nashville).

- Each scholarship provides for one conference registration at the member's discount rate.
- No one may receive the scholarship more than once.
- The Organization prefers that scholarships be awarded to recipients who have never attended the AMATYC conference.
- The MMC and the Board will reassess this program before extending it any further.
- The Office will provide the MMC with a list of recipients each year and their involvement in AMATYC and attendance at follow-up conferences.
- VPs are directed to converse with affiliate presidents to determine whether scholarship recipients remain active in their affiliate organization after using the scholarships.
- VPs will contact recipients in order to receive feedback on their experiences. VPs will request that such information be used for marketing purposes. VPs will request that recipients provide a written response to be used for marketing purposes.

Made by Jane Tanner; no second necessary as it was proposed by a committee.

Motion approved

MOTION: That the AMATYC president-elect work with the AMATYC website coordinator to create access to a listserv, a google group, or other media to be used as a means of electronic communication between the affiliate presidents and the AMATYC vice presidents and president-elect.

Once the tool is in place, the AMATYC president-elect will notify the affiliate presidents and AMATYC leadership of the availability of the media for discussion purposes.

Made by Nancy Sattler and seconded by Annette Cook.

Motion approved

MOTION: That up to \$2500 from Special Projects in 2012 be appropriated for the purchase of AMATYC messenger bags to be distributed as prizes at the AMATYC regional meetings in Jacksonville, 2012 academic committee meetings in Jacksonville, and the affiliate meetings after the 2012 conference.

Made by Jane Tanner; no second is needed because it was presented by a committee.

Motion approved

MOTION: For the 2013 budget that the AMATYC Board be allowed to approve a deficit budget of which the deficit is no more than fifty percent of the previous year's positive change in net assets less the previous year's investment income.

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

MOTION: To form a task force to investigate and make recommendations to have interactive live streaming presentations during the annual conference. The task force will make a recommendation at the FBM 2012.

Made by Stefan Baratto and seconded by Nicole Lang.

Motion approved

MOTION: That the position of AMATYC *Traveling Workshop Coordinator* be rewritten. The *Traveling Workshop Coordinator* will work closely with and report to the *Professional Development Coordinator*.

That the position of *Traveling Workshop Director* be eliminated at the end of the 2012 conference.

Made by Jim Ham; no second is needed because it was presented by a committee.

Motion approved

MOTION: That, beginning with the Jacksonville conference, the AMATYC Delegate Assembly packet be available electronically on the AMATYC website 30 days before the delegate assembly.

Made by Jane Tanner and seconded by Nancy Sattler.

Motion approved

MOTION: Change Section 6.10.2 D ii of the PPM to read: Authorization must be obtained in advance from the President or Treasurer if the fare, including taxes and fees, exceeding \$500 roundtrip. Failure to obtain authorization in advance may result in the traveler paying any amount in excess of \$500.

Made by Stefan Baratto and seconded by Jane Tanner

Motion Approved

MOTION: Pay \$750 certification fee for Accounting Director to prepare and take CNPA (Certified Non-Profit Accountant) examination.

Made by Stefan Baratto and seconded by Annette Cook.

Motion approved

MOTION: To reconsider motion on conference fee for the 2013 conference at \$340.

Made by Jane Tanner and seconded by Mary Beth Orrange.

Motion approved

MOTION: That the discount registration for members be set at \$340 for the 2013 annual conference in Anaheim.

Made by Margie Hobbs and seconded by Stefan Baratto.

MOTION: paper ballot

Made by Mary Beth Orrange and seconded by Kathryn Kozak.

**Motion for paper ballot approved
Original motion passed**

Mary Beth Orrange, Secretary 2012-2013

Date: _____

Jim Roznowski, President 2012-2013

Date: _____

Attachments:

- A. Rules of conduct
- B. Order of Business
- C. Expenditure Approval Committee (EAC) Report
- D. Regional Representatives to the nine AMATYC academic committees
- E. Definition of commercial presentations
- F. Corporate Partner Program Proposal
- G. Policy 6.1 General Financial Policies
- H. Policy 6.10.2 Reimbursement Policies

ATTACHMENT A**AMATYC Spring Board Meeting
April 2012 – Memphis, TN****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 (April 1) 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.
1. Items relating to Conference: **Stefan** and **Annette** (Report to the Conference Coordinator at the end of SPO 2012.)
 2. Items relating to Budget: **Jim** and **Kate**. (Report to the treasurer at the end of SPO 2012).
 3. Items relating to the Office: **Bruce** and **Rob**. (Report to Cheryl and Pat at the end of SPO 2012).
 4. Items relating to VPs: **Jane** and all VPs.
 5. Items to return to at the Spring Board Meeting: **Margie** and **Nancy**. (Report to the President at the end of SPO 2012.)
- G. Draft minutes will be available electronically each morning beginning on Saturday 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, accuracy of motions and return comments to Mary Beth by the following morning, either handwritten or electronically.
1. Friday: **Annette, Jim, Nancy**
 2. Saturday: **Bruce, Stefan, Chris**
 3. Sunday: **Nicole, Jane, Kate**
 4. Monday: **Everyone will review and send comments electronically to Mary Beth**

ATTACHMENT B

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

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

- Office Report on Friday, April 13, 2:30-3:30 pm
- Treasurer’s Report on Saturday, April 14 at 2:30-3:30 pm
- Strategic Planning session on Sunday, April 15, 9:00-11:30 am

Standing Committee meetings:

- Membership & Marketing Committee meet on Friday, April 13, 5:00-6:00 pm and Saturday, April 14, 12:30-1:30 pm
- Roznowski, Farinelli, Orrange, Sattler, Cleaves meet at same as above regarding Jacksonville meeting schedule and misc.
- Professional Development Committee on Sunday afternoon
- Finance Committee meeting on Tuesday, April 17, 9:00-11:00 am

Reports (R): 5 minutes

Discussion (D): 10 minutes

Motions (M): 15 minutes

A. Agenda		Notes
Call to Order	Roznowski	
Meeting Plans	Roznowski	
Rules of Conduct	Roznowski	
M: Adopt Rules of Conduct	Roznowski	
M: Adopt Order of Business	Roznowski	
Reference Materials		
AMATYC Mission Statement		
AMATYC Core Values and Vision		
AMATYC Strategic Priorities		
EAC Report	Hobbs	Placeholder
Email Ballots since SPO 2012	Orrange	Placeholder
Affiliate Visits		
Acronyms		
Board Liaison Assignments		
Standing/Ad Hoc/Other Committees		
Brief Robert’s Rules of Order		
Order of Business	Roznowski	

B. Consent Calendar – Reports		
National Officers		
President	Roznowski	
President-Elect	Sattler	
Past President	Farinelli	
Secretary	Orrange	
Treasurer	Hobbs	

Regional Vice Presidents		
Northeast	Tanner	
Mid-Atlantic	Allgyer	
Southeast	Cook	
Midwest	Ham	
Central	Lang	
Southwest	Kozak	
Northwest	Baratto	Placeholder
West	Yoshiwara	

C. Consent Calendar- Motions		
M: Terms of Regional Representatives	Roznowski	D57
M: Modification of Chairs' Template	Roznowski	D58
M: Change of Date	Tannor Kozak	E3
M: Reappointment of Exhibits Chair	Dockter	L4
M: Appointment of At-Large Program Review Member	Dockter	L5
M: Appointment of Nashville rep on Program Committee	Dockter	L6
M: Editorial Panel Membership	Wildman Tanner	L7
M: Reappointment Affiliate Website Director	Ham	L8
M: Academic Committee Regional Reps	Roznowski	L9 – 15
M: ANets	Roznowski	M31
M: Change to PPM 11.4.1	Ham	M32
M: Accept Consent Calendar Reports	Roznowski	

D. Academic Committees		
Developmental Mathematics Report (DMC)	Zientek Hobbs	
Division/Department Issues Report (DDIC)	Simpson Sattler	
Innovative Teaching and Learning Report (ITLC)	Feldon Yoshiwara	
D: Position Statement on Proctored Testing	Feldon Yoshiwara	
Mathematics Intensive/College Mathematics Report	Poinsett Baratto	
Mathematics for AAS Programs Report	Schillow Baratto	
Placement and Assessment Report (PAC)	Edmonds Ham	
Position Statement: Academic Assessment of Mathematical Programs	Edmonds Ham	Placeholder

Research in Mathematics in Two-Year Colleges (REMATYC)	Ström Lang	
M: Research Pre-Session (RMETYC)	Ström Lang	
Statistics	DeHart Kozak	
Teacher Preparation	Jacobs Farinelli	
M: Terms of Regional Representatives	Roznowski	C1
M: Modification of Chairs' Template	Roznowski	C2

E. Services / Coordinators/ Directors / Publications		
Editing Director Report	Wilson Yoshiwara	
<i>AMATYC News</i> Editor Report	Tannor Kozak	
M: Change of Date	Tannor Kozak	C3
<i>MathAMATYC Educator</i> Editor Report	Wildman Tanner	
<i>MathAMATYC Educator</i> Production Manager Report	Alexander Tanner	
D: Future of Editor's Position	Roznowski Tanner	
Webmaster Report	Ham	
Affiliate Website Director	Cardell Ham	
Professional Networking Coordinator Report	Rhoades Ham	
Grants Coordinator Report	Calland Hobbs	
Historian Report	Simmons Orange	
SML Report	Strickland Allgyer	
SML Test Developer Report	Blasberg Allgyer	
Professional Development Coordinator Report	Andersen Orange	
Mu Alpha Theta Report	Mowers Roznowski	

F. Staff		
ED Report	Winters	

EDOO Report	Cleaves	
Office Report	Cleaves Vance	
M: ASAE Membership	Cleaves	
M: Training and Non-Profit Professional Development	Cleaves	
M: Purchase Task Management Software	Cleaves	
M: Establish AMATYC Privacy Policy	Cleaves	
M: Establish AMATYC Policy on Recording Minutes	Cleaves	

G. Conference		
2011 Conference Evaluation Report	Dockter	
Experient Report from Austin	Dockter	
Conference Coordinator Report	Dockter	
Assistant CC Report	Williams Dockter	
Program Coordinator Report	Garner Dockter	
Presider Chair Report	Winnington Dockter	
Exhibitor Chair Report	Goulard Dockter	
Advertising Coordinator Report	Olshan Dockter	
2012 LEC Report	Dumouchel Dockter	
2013 LEC/2014 LEC Report	Murphy Britt Dockter	
M: Definition of Commercial Sessions	Dockter	
M: Maximum of 4 Themed Sessions	Dockter	
M: Revisions to Corporate Partnership Program	Olshan Dockter	
M: Single Day Conference Registration	Dockter	
M: 2013 AMATYC Annual Conference Registration	Hobbs	

H. Standing Committees		
Nominating Committee Report	Farinelli	
ME Award Report	Blair Farinelli	
Membership/Marketing Committee	Tanner Allgyer	

Membership Report	Vance	
TE Award Report	Sattler	
Professional Development Committee	Ham	
Foundation Report	Farinelli	Placeholder
Personnel Committee	Roznowski	Placeholder

I. Treasurer/Budget		
Register Report	Hobbs	
M: Approval of Expenditures 9/11-2/12	Hobbs	
Treasurer's Report	Hobbs	
2012 Approved Budget	Hobbs	
Historical Data & Graphs	Hobbs	
2013 Draft Budget	Hobbs	
Chart of Accounts	Hobbs	
2011 Financials	Hobbs	
Audit Report	Hobbs	
D: Financial Philosophy		

J. Ad hoc Committees / Projects		
AMATYC Project ACCCESS (APA) Board Report	Watkins Cook	
Pathways Liaisons	Phelps Rotman Farinelli	
Conference Task Force	Sattler Tanner	
M: Conferencing Software	Sattler Tanner	
M: AMATYC 101	Sattler Tanner	
M: Delegate Assembly Packets	Sattler Tanner	
M: Virtual Academic Committee Meetings	Sattler Tanner	
Member Survey	Cook	Placeholder
Bylaws Review	Farinelli	Placeholder
Institutional Review Board (IRB)	Farinelli	Placeholder
Trademark and Copyright	Baratto	Placeholder
40 th Anniversary Conference	Saye	Placeholder
D: Fourth Office Person	Roznowski	

K. Strategic Planning		
	Sattler	

L. Executive Session 1		
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ME Award Ratings	Blair Farinelli	Placeholder
M: ME Award	Blair Farinelli	
M: Reappointment of Exhibits Chair	Dockter	C4
M: Appointment of At-Large Program Review Member	Dockter	C5
M: Appointment of Nashville rep on Program Committee	Dockter	C6
M: Editorial Panel Membership	Wildman Tanner	C7
M: Reappointment Affiliate Website Director	Ham	C8
M: Academic Committee Regional Reps	Roznowski	C9 – 15
Potential Speakers List for 2014	Sattler	
M: Speakers for Nashville 2014	Sattler	
M: EDOO and ED	Hobbs	

M. New Business		
M: Southwest Regional Conference	Kozak	
M: Public Disclosure	Winters Cleaves Hobbs	
M: ANets	Roznowski	C16
M: Change to PPM 11.4.1	Ham	C17
M: Task Force on Standards	Roznowski	
M: Task Force on Academic Preparations	Roznowski	
M: ASA Joint Committee	Winters	
M: Contracts	Hobbs	
M: Policy 6.1 General Financial Policies	Hobbs	
M: Policy 6.10.2 Reimbursement Policies	Hobbs	
M: Conference Coordinator Committee	Roznowski	
M: Conference Coordinator Contract	Hobbs	
M: Developmental Math Liaisons for AMATYC	Phelps Rotman Farinelli	

N. Executive Session 2		
M: Award Conference Coordinator Contract	Hobbs	

ATTACHMENT C

Expenditure Approval Committee (EAC) Report
Margie Hobbs, Treasurer

Prepared for the AMATYC Spring Board Meeting
Submitted February 13, 2012

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

November 12, 2011: Approved \$200 for hotel gratuities for Austin Conference

December, 2011: Approved \$3,046.15 for Austin Audiovisual

Approved \$1,200 for Austin Registration Internet

Approved \$360.52 from Special Projects for incoming Treasurer Austin travel

January, 2012: No Actions

February 11, 2012: Approved \$795 for travel expenses for the AACCC Conference Orlando, Florida

February 13, 2012: Approved \$298 for printing the April Flyer in four-color format

Federal IRS Documents Review Committee Report
Margie Hobbs, Treasurer
Prepared for the AMATYC Spring Board Meeting
Submitted February 11, 2012

There is no report for this Executive Board Meeting.

ATTACHMENT D**Representatives to Academic Committees:
Developmental Math Committee**

Region	Name	Email	College	Address
Central	Loye Henrikson	lhenrikson@sfccmo.edu	State Fair CC	Sedalia, MO
Mid-Atlantic	Bill Coe	william.coe@montgomerycollege.edu	Montgomery College	Montgomery County Maryland
Midwest	Vasu Iyengar	vasu.iyengar@mcc.edu	Mott CC	MI
Northeast	Geoffrey Akst	gakst@nyc.rr.com	Borough of Manhattan CC	City University of New York
Northwest	Carren Walker	cwalker@clark.edu	Clark College	WA
Southeast	Richard Leedy	rleedy@polk.edu	Polk State College	FL
Southwest	Mel Griffin	mel.griffin@waldenu.edu	Walden University	
West	Eric Matsouka	eric.matsouka@hawaii.edu	Leeward CC	HI
At-Large	Sharon Sledge	sharon.sledge@sjcd.edu	San Jacinto College	Pasadena, TX
At-Large	Kathy Almy	k.almy@rockvalleycollege.edu	Rock Valley College	Rockford, IL
At-Large	Jack Rotman	rotmanj@lcc.edu	Lansing CC	MI

Divison / Department Issues Committee (DDIC)

Region	Name	Email	College	Address
Central	Henry Zwick	henry.zwick@ceu.edu	College of Eastern Utah	Utah
Mid-Atlantic	Christine Mirbaha	cmirbaha@ccmdbc.edu	CC of Baltimore County	Maryland
Midwest	Judy Giffin	giffin.j@rhodesstate.edu	Rhodes State College	
Northeast	Steve Krevisky	skrevisky@mxcc.commnet.edu	Middlesex CC	
Northwest	Ed Morris		Highline CC	
Southeast	Cheryl Davids		Central Carolina TC	
Southwest	Ron Hammond	rhammond@blinn.edu	Blinn College	
West	Carol Murphy		CCD	San Diego
At-Large	Judy King	jking@ccsnh.edu	NHTI	
At-Large	Cheryl Keeton	clkeeton@waketech.edu	Wake Technical CC	

Math Intensive Committee

Region	Name	Email	College	Address
Central	Carol Tracy	cltracy@highlandcc.edu	Highland CC	
Mid-Atlantic	Sue Strickland	susanst@csmd.edu	College of Southern Maryland	
Midwest	Paul Drelles	pgdrelles@westshore.edu	West Shore CC	
Northeast	Alexander Atwood	atwooda@sunysuffolk.edu	Suffolk County CC	
Northwest	Scott Peterson	speter@math.oregonstate.edu	Oregon State University	
Southeast	Alice Pierce	Alice.pierce@gpc.edu	Georgia Perimeter College	
West	Eric Hutchinson	Eric.Hutchinson@csn.edu	College of Southern Nevada	

At-Large	Robert Cappetta	cappetta@cod.edu	College of DuPage	
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AAS Programs Committee

Region	Name	Email	College	Address
Central	Joe Gallegos	joe.gallegos@slcc.edu	Salt Lake CC	
Mid-Atlantic	Teri Figarola	tfigarol@dtcc.edu	Delaware Technical CC	
Midwest	Jeganathan (Sri) Sriskandarajah	JSRISKANDARA@matcmadison.edu	Madison Area Technical College	
Northeast	Patricia Hirschy	phirschy@acc.comnet.edu	Asnuntuck CC	
Northwest	Nolan Rice	nrice@csi.edu	College of Southern Idaho	
West	Mark Harbison	harbism@scc.losrios.edu	Sacramento CC	
At-Large	Vasu Iyengar	Vasu.iyengar@mcc.edu	Mott CC	

Placement and Assessment Committee PAC

Region	Name	Email	College	Address
Central	DeeAnn VanLuyck	deeannv@fortscott.edu	Fort Scott CC	
Mid-Atlantic	Bill Coe	William.Coe@montgomerycollege.edu	Montgomery College	
Midwest	Marie Hipple	hipplem@uc.edu	University of Cincinnati	
Northeast	Lucio Prado	lprado@bmcc.cuny.edu	Borough of Manhattan CC	
Northwest	Laura Bracken	bracken@lcsc.edu	Lewis-Clark State College	
Southeast	Cheryl Hawkins	Cheryl.Hawkins@gvltec.edu	Greenville Tech C	
Southwest	Julie DePree	jdepree@unm.edu	UNM Valencia Campus	
West	MaryAnne Anthony	Anthony_MaryAnne@sac.edu	Santa Ana College	
At-Large	Connie Buller	CBuller@mccneb.edu	Metropolitan CC	

Research in Mathematics Education for Two-Year Colleges Committee (RMETYC)

Region	Name	Email	College	Address
Central	Irene Duranczyk	duran026@umn.edu		
Midwest	Vilma Mesa	vmesa@umich.edu		
Northwest	Ann Sitomer	asitomer@pcc.edu		
Southeast	John Smith	jtsmith2@pstcc.edu		
At-Large	Mark Yannotta	marky@clackamas.edu		
At-Large	Cheryl Keeton	clkeeton@waketech.edu		

Statistics Committee

Region	Name	Email	College	Address
Central	Mark Monroe	Mark.Monroe@iavalley.edu	Marshalltown CC	Marshalltown, IA
Mid-Atlantic	Brooke Orosz	borosz@essex.edu	Essex CC	Newark, NJ
Midwest	Michelle White	mswhite@terra.edu	Terra State CC	Fremont, Ohio
Northeast	Mary Moynihan	mmoyniha@capecod.edu	Cape Cod CC	West Barnstable, MA
Southeast	Martha Goshaw	mgoshaw@aol.com	Seminole State College	Sanford FL
Southwest	Lynette Kenyon	lkenyon@collin.edu	Collin County CC	Plano, TX

Mary DeHart 9/10/12

Teacher Preparation Committee

Region	Name	Email	College	Address
Mid-Atlantic	Ruth Collins	lv2fly@comcast.net	Walden University	
Northeast	Dan Fahringer	dpfahrin@hacc.edu	Harrisburg Area CC	
At-Large	Michelle Doucette	doucettm@sunyocc.edu	Onondaga CC	

ATTACHMENT E

6.11.5 Corporate Partner Program

Core Benefits

***Core Benefits**

1 discount conference registration	\$350
Special recognition in conference program	Priceless
Saturday morning breakfast greetings	Priceless
Logo on AMATYC home page	Priceless
1 priority booth	\$1100
1 additional booth at 5% discount	\$47.50-55
1 commercial presentation	\$1200
1 additional commercial presentation at 5% discount	\$60
1 bag insert	\$300 -750

***Communication (Choose 2)**

1 page ad in two issues of the journal	\$700-800
1 page ad in one issue of the journal & conference program	\$700-800
1 membership email list	\$792
Ad in conference app	\$1000
3 additional focus groups at the conference	\$600

***Event Sponsorship (Choose 1)**

Breakfast/Meal Sponsor (Friday or Saturday)	\$5,000
Web seminar for members	\$750
Traveling Workshop	\$750
Pre-conference workshop	\$5,000
Other event (Fri, Sat at conference)	TBD

8.8.1 AMATYC Corporate Partner Program

1. [<SBM 2010>](#)The AMATYC Corporate Partnership Program provides AMATYC’s commercial friends with an opportunity to maximize their visibility with AMATYC members. The program allows corporations to participate fully in all the advertising and exhibiting opportunities of AMATYC plus special conference participation for a cost of \$8,000, at a rate of 85% of actual current cost.
2. The annual fees for Corporate Partnerships are fixed for a period of three years. At the start of the third year, the Executive Board will set the fees for the next three year cycle. In the event a fee review is due during the first year of an Advertising Chair’s term of service, this review may be postponed for one year.
3. The year of partnership would be January 1 through December 31.
4. A full listing of benefits plus actual cost is provided in the Financial Policy section.

Core Benefits (all Corporate partners)	Communication (Choose 2, can choose an item twice)	Event Sponsorship (Choose 1 item)
1 discount conference Registration Special recognition in conference program Saturday morning breakfast greetings Logo on AMATYC home page 1 bag insert 1 priority booth – 1 additional booth at 5% discount 1 commercial presentation – 1 additional commercial presentation at 5% discount	1 page ad in two issues of the journal 1 page ad in 1 issue of the journal & conference program 1 membership email list Ad in conference app 3 additional focus groups at the conference	Breakfast/Meal Sponsor (Friday or Saturday) Web seminar for members Traveling Workshop Pre-conference workshop Other event (Fri, Sat at conference)

To promote publicity of Corporate Partners at the conference, the following actions will be taken effective with the 2012 conference:

1. The conference program will have dedicated space listing the AMATYC Corporate Partners. There will be a minimum of 1/2 page and maximum of 1 page per two Corporate Partners. The Partner’s name and logo will be displayed.
2. If a Corporate Partner chooses to sponsor the Saturday breakfast, the AMATYC President will display visually and announce in his or her remarks at the Saturday breakfast using language as follows (specified by name of current Corporate Partner). "Our breakfast this morning is sponsored in part by name of company, an AMATYC Corporate Partner". At the Saturday

breakfast, signage will be posted at the entrance to the breakfast "Breakfast is sponsored in part by name of company, an AMATYC Corporate Partner."

3. If a Corporate Partner will be listed as sponsoring the Regional Meal Event on Friday eight signs will be made stating "Our meal is sponsored in part by name of company, an AMATYC Corporate Partner." The signs will be displayed outside each meeting room, or in another suitable location.
4. If sponsoring a conference meal event is chosen by a Corporate Partner, where the Regional food event or the Saturday Breakfast are listed in the conference program, the words "Sponsored in part by name of company, an AMATYC Corporate Partner" will appear.
5. The AMATYC President, or their representative (Advertising Chair or Exhibits Chair) as directed, will invite the AMATYC Corporate Partners to send a representative to be an AMATYC guest at the Saturday Morning Breakfast. This guest should sit with the Advertising Chair and Exhibits Chair. In any year, the President may choose to assign a different table. During the breakfast, one representative from each Corporate Partner will be invited to the stage to give greetings to the membership. This greeting is limited to 1 to 1 1/2 minutes each and takes place when the President goes to the podium at the very beginning to greet everyone and invite them to eat. [<SBM 2008>](#)
6. If a Corporate Partner sponsors a webinar or Traveling workshop, AMATYC will display signage at the event acknowledging the sponsorship. Additionally the Corporate partner's logo will be displayed along with acknowledgement of the sponsorship on all emails referring to the event and on the AMATYC website where the event is advertised.
7. If the Corporate Partner sponsors internet access for the conference, the Partner will be acknowledged in the conference program and with signage in an appropriate location.

ATTACHMENT F**Definition (guidelines) of a commercial session**

In the review of proposals for presentations at the conference, the following guidelines should be followed when determining if a session is considered commercial.

Products which are available at no cost can be used and will not be considered commercial. This means the product is free to any user. ~~However, if the product is offered free with the intent of having users purchase a subscription or another product, it is then a commercial product and will be prohibited from use in a presentation.~~

A commercial product can be used in a presentation but the focus of the presentation cannot be on the power or features of the product. The presentation should not be a product demonstration. The presentation needs to focus on the pedagogical uses of the product. If a commercial product is used in any presentation, the product name will not be used in the title of the workshop or presentation. The product will be listed in the description of the presentation to allow members to better choose the presentations they will attend.

ATTACHMENT G**6.1 GENERAL FINANCIAL POLICIES**

1. The President, Past-President, President-Elect, Executive Director of Office Operations and Treasurer shall be authorized to sign checks on the AMATYC checking account.
2. Any check over \$10,000 requires the signatures of any two of the President, Past-President, President-Elect, Treasurer, and the Executive Director of Office Operations except that the Treasurer and the Executive Director of Office Operations may not both cosign the same check over \$10,000.
3. Two signatures are required to remove or transfer funds from the Morgan Stanley/Smith Barney account. Any two persons holding the following positions within the organization are qualified to sign approval to make such transactions: Treasurer, President, Past-President, President-Elect. Further, Smith Barney should be notified of this change in policy in writing by the Secretary and should ensure that AMATYC receive in writing a response from Morgan Stanley/Smith Barney that these instructions have been appropriately noted on all records and accounts related to all AMATYC funds held there. The Accounting Director coordinates these transactions.
4. All cash donations, including those made to the AMATYC Foundation, are required to be sent to the AMATYC Office. The Accounting Director will then channel the money to the appropriate account. The Local Events Coordinator will provide the Conference Coordinator, Treasurer, and Accounting Director with information regarding donations of cash, goods, and/or services for conferences. The Conference Coordinator in consultation with the Treasurer will approve conference related donations of cash, goods, and/or services. They will make decisions regarding the acceptance of ordinary conference-related donations, in consultation with the Expenditure Approval Committee if necessary. Final decisions regarding extraordinary conference-related donations will be made by the Executive Board. Exceptions to this policy are favors distributed directly to attendees by conference exhibitors. In the event that either the Conference Coordinator or the Treasurer is unavailable for an extended period of time the President shall replace the absent party in the decision-making process. Policy Chapter 14 describes receipt of donations to the AMATYC Foundation.
5. Since AMATYC is a non-profit 501(c)3 organization whose officers, committee chairs, coordinators, directors, or editors serve as volunteers, in order to maintain consistency, if an officer, committee chair, coordinator, directors, or editor whose transportation and expenses are paid in part or in full by AMATYC, receives an honorarium for speaking, the person receiving the honorarium will reimburse AMATYC that portion of the honorarium that will compensate AMATYC for its expenditures. This policy also includes the Executive Director, Executive Director of Office Operations, and Conference Coordinator.
6. When any life member becomes eligible for the complimentary Past-President Life Membership, the full amount of money paid for the Life Membership shall be refunded to that individual upon request by the individual and upon verification of the amount paid for the Life Membership.
7. The Treasurer is authorized to transfer funds among expense accounts provided approval of budget manager(s) and the Expenditure Approval Committee is obtained prior to the expenditure. All such transfers are subject to the following conditions:
 - A. State and regional affiliate funds cannot be transferred into any other account or vice versa.

- B. Money designated for release time or labor cannot be moved to other accounts or vice versa.
- C. Funds budgeted for conference-related expenses cannot be transferred to general operating accounts or vice versa.
- D. External grant funds are excluded from this policy.

A financial audit will be performed in every even-numbered year on the financial records of the previous odd-numbered year. The Board will receive and review the Auditor's Report at the Board meeting following the report's completion.

ATTACHMENT H**6.10.2 Reimbursable Expenses**

Expenses listed below are reimbursable.

1. Telephone, printing, and postage expenses incurred while performing authorized AMATYC business shall be reimbursed according to the general reimbursement policy. Appropriate receipts must accompany the reimbursement form.
2. Prior approval of the Executive Board is necessary for reimbursement for travel, meals, and lodging expenses. If approval is given, the following guidelines will govern reimbursement.
3. Travel (here and elsewhere refers to transportation expenses)

- A. Objectives

The objectives of AMATYC's travel policies are twofold:

- i. Obtain the necessary travel at minimum expense to all parties and
- ii. Avoid the necessity of a traveler having to pay a large amount in advance for travel and seek later reimbursement.

- A. General Considerations

- . All air travel must be coach (tourist, economy, etc.)
- i. Reservations made at least seven days in advance (21 days is preferred) of departure date
- ii. Efforts should be made to obtain super-saver or other discount fares. Tracking fares via Internet is encouraged.
- iii. Persons authorized for travel reimbursement are eligible to stay over an extra night when the savings for airfare is greater than the cost of the extra stay over (hotel and any per diem food reimbursement).
- iv. Individuals may be asked to fly on an airlines pass.

Changes to Travel Arrangements

Once an airline ticket is purchased, the President must approve any change in travel plans. If travel arrangements are changed for the convenience of the traveler, the traveler will be responsible for the penalty or additional expenses that are likely to be incurred.

- D. Procedures

- i. Normally all persons traveling at AMATYC expense should make their reservations. Be sure to carefully check your itinerary immediately upon booking, as you are responsible for accuracy once the ticket is issued. Note: Over the years and with various agencies, we have seen tickets issued for the wrong dates, even the wrong month. You should verify whatever is issued immediately upon receipt and notify the booking agency immediately if there are discrepancies.
- ii. A traveler may book his/her own flight using a personal credit card; travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business. Holders of AMATYC credit cards may use their cards for approved trips. Authorization must be obtained in advance from the Treasurer if the fare, including taxes and fees, exceeds \$450 roundtrip. In the absence of the Treasurer, the President may provide authorization.

Failure to obtain authorization in advance may result in the traveler paying any amount in excess of \$450. [<7/2/2008>](#)

- iii. All ticketing will be by e-ticket; any delivery costs incurred for paper tickets will not be reimbursed unless e-tickets are not available for that travel. The traveler must be sure to obtain a printed receipt at check in.
- iv. A traveler may be reimbursed prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in must be submitted with the post-travel reimbursement form as evidence of travel. If travel plans change after reimbursement for air travel, but before travel has occurred, the traveler will be held responsible for returning the full amount of the reimbursed airfare. [<7/2/2008>](#)
- E. Frequent Flyer Miles
 - . AMATYC travelers may accumulate frequent flyer miles into their personal accounts.
 - i. No compensatory monetary reimbursement, except for actual cash outlay, shall be made if frequent flyer miles are used for AMATYC business.
 - ii. Selection of flights shall be based on least cost to AMATYC, with consideration for reasonable convenience of the traveler, **and not on airline preferences due to ability to accumulate frequent flyer miles.**
- F. Ground Transportation
 - Ground transportation to and from the airport will be reimbursed up to \$10 per trip without receipt. Receipts must accompany reimbursement requests for greater amounts.
- G. Baggage Handling [<SBM 2008>](#)
 - Baggage handling and tips are reimbursed up to \$25 per person per round trip. Receipts are not required.
 - A traveler may be reimbursed for the cost of one (1) checked bag for personal use. If additional luggage is required to transport materials or equipment related to AMATYC use, the cost of additional luggage may be reimbursed with advanced approval of the Treasurer. **Receipts are required**
- G. Private Automobile
 - i. Private automobiles are reimbursed on a mileage basis only. Mileage reimbursement will be set at the current IRS rate in January of each year.
 - ii. Reimbursement for traffic tolls will be made up to \$10 per round trip without receipt. Receipts must accompany requests for greater amounts.
 - iii. Reimbursement for private vehicle travel will not exceed the rate of coach airfare that is priced at least 7 days (21 days is preferred) in advance of inception of travel. The Treasurer must be contacted in writing for prior approval in order to use a private vehicle for longer trips. An airfare itinerary must be included with the reimbursement request for the purpose of cost comparison.
- H. Rental Automobile
 - Rental automobiles are not normally reimbursed. Their use is limited to circumstances where it is necessary in order to meet time schedules, where no other mode of transportation is available, or where the cost is less than that for other authorized transportation. Rental cars can be arranged through the AMATYC office. Prior approval of the AMATYC Treasurer is required.

I. Receipts

Receipts for air travel or car rental are required. Even if the air travel expense is billed directly to AMATYC or reimbursed prior to travel, a printed receipt obtained at check-in must be sent to the Treasurer with your post-travel reimbursement form. Itinerary, showing price, and boarding passes may be substituted. [<7/2/2008>](#)

J. Reimbursement Form

A reimbursement form is always required for any AMATYC expense, even if AMATYC is billed directly. This is necessary for auditing purposes.

4. Phone Calls

When Board and staff members are traveling on AMATYC business, a maximum of one daily phone call will be allowed to home and to office, with the daily reimbursement rates as follows:

Office \$2.60 (M-F only)

Home \$1.60

Receipts are not required.

When Board and staff members travel on AMATYC business and the board member or staff member needs access to the Internet for which free service in guest rooms is not available, the maximum \$4.20 daily reimbursement rate for phone calls may be used to subsidize charges for Internet connections.

Receipts are not required for phone calls or Internet charges. An AMATYC Board or staff member may request reimbursement for either phone calls OR an Internet connection, but not both, up to a maximum of \$4.20 a day. [<FBM 2008>](#)

5. Meals [<FBM 2010>](#)

Reimbursement for meals, excluding alcoholic beverages, during meetings and conferences shall be made on a per diem basis. The only exception shall be for special conditions. The reimbursement for meals shall be:

Full Day: \$35.00 Partial Day:

\$9.00 Breakfast

\$9.00 Lunch

\$17.00 Dinner

Receipts are not required for meal reimbursements. No reimbursements will be made for meals provided by AMATYC.

6. Lodging

Reimbursement shall be made for lodging during meetings and conferences. Lodging for AMATYC reimbursement will either be at the single-room rate or one-half the double-room rate. When a hotel charges different rates for single and multiple occupancy rooms, individuals who receive support for lodging from AMATYC at the single-room rate are responsible for paying the hotel the amount that exceeds the cost of a single room, should they choose to share their room with roommate(s) who do not receive support from AMATYC. Refer to the table contained later in this section for specific rates. Original receipts are required for lodging reimbursement.