



# Texas Mathematical Association of Two-Year Colleges

June 19, 2010

Location: Hilton Austin - 500 East 4<sup>th</sup> Street - Austin, TX 78701-3720 - Room 415

Welcome 2010 – 2012 TexMATYC executive board members

Paula Wilhite – Immediate Past President

Raja Khoury – President

Sharon Sledge – President Elect

Heather Gamber – Secretary & Newsletter Editor

Habib Far – Treasurer

Honey Kirk – AMATYC Delegate

Jean Woody – SW Vice president

Ed Bock – Webmaster

I. Approval of the minutes from the March 2010 board meeting (Heather)

II. Membership/Treasurer's report (Habib)

Financial report

Membership update

Campus representative

III. 2010 TexMATYC/TCCTA Conference (Raja)

TCCTA program due date

Pre-Conference workshops

Conference Key Note speaker for Friday

Saturday speaker

Presentations time blocks for Friday and Saturday

Conference Speakers:

Call for proposals should be on the home page of [TexMATYC.org](http://TexMATYC.org)

E-mail to membership calling for proposals

Certificates of recognition for all presenters

IV. 2011 AMATYC Conference

AMATYC assembly delegates (Need 5) (Paula & Raja)

AMATYC Team and local arrangements committee (Honey)

Updates

V. 2010 AMATYC Conference (Raja)

Contributions to hospitality room \$100 donation for 2010 and 2011

Board meeting in Boston

VI. Course Description Ad hoc committee (Sharon)

VII. Recognitions/Awards (Raja)

Plaque for out-of-office officers

Certificate of appreciation for state delegates

Other

VIII. TexMATYC Documents

TexMATYC logo (Ed)

Website (Ed)

TexMATYC Stationery (Raja)

TexMATYC Newsletter (Heather)

IX. Other business

X. Adjourn



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AMATYC 2011 Local Events Committee Meeting AGENDA

Austin Hilton, Room 412

June 19, 2010

1:00 pm – 4:00 pm

- 1) Introductions and welcome
- 2) Meeting goals
- 3) Conference tasks that the Austin LEC does not have to do
  - a) Program (Wanda Garner)
  - b) Registration (Cheryl Cleaves)
  - c) Exhibits (Frank Goulard)
  - d) Audio Visual equipment
  - e) Menus (food and beverage) except for Hospitality/Professional Networking room
- 4) Local subcommittees and their duties
  - a) Bag stuffing: need a contact address and a location to receive materials beginning around September 1, 2011.
  - b) Hospitality/Professional Networking room.
    - organize activities for the room
    - plan for food and beverages with allotted budget
    - provide info about local sites and restaurants
    - warmly greet people
  - c) Information desk
    - staff desk with one or two people all the time
    - have maps and directions to everywhere ☺
    - answer general questions
    - have extra supplies such as transparencies and markers for speakers
    - have supplies on hand to create last minute signage
  - d) Local transportation:
    - arrange (in coordination with CC) for local transportation to and from airport and place information in publications (Super Shuttle)
    - provide information about transportation around town
  - e) Computer procurement: locate enough computers to provide a set of classroom computers for workshops (24)
  - f) Internet café: procure computers for the internet café (at least 12) and determine staffing. If possible have tech support on site.
  - g) Saturday morning breakfast
    - determine what favors you want to place on the breakfast tables for your guests (if any). The AMATYC office will purchase the favors after they get bids. Past favors have included coffee mugs, sunglasses and slinky, insulated lunch bags, hand cream, etc.
    - plan on arriving very early Saturday morning to finish preparations for the breakfast, especially placing any favors on the table, taking tickets, etc. (budget of \$3,000 or \$3 pp).
    - decide if you want to place centerpieces on tables (NOT NECESSARY and NO BUDGET)
  - h) Signage: only directional signage is needed. AMATYC takes care of all signs for sessions, registration, exhibits, etc.
  - i) Locally recommended speakers: Although the LEC doesn't have to help with the program you can recommend 2 speakers who will be featured speakers. They will speak concurrently with other sessions and may receive an honorarium to defray some expenses.
  - j) Photographer(s)
    - identify local photographer(s) that will take posed shots of selected conference events (recommend to president).
    - identify members of the LEC who will work with the president to capture candid photos throughout the conference
    - the optimum would be to have someone capable of transferring the pictures to a disk or flash drive immediately when the conference is ended.
  - k) Newsletter articles: Honey will be responsible for submitting articles to the AMATYC newsletter by the appropriate deadlines.
  - l) Promotion in Boston? Anything planned?



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m) Other?

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5) Budget

- a) Local Emphasis (breakfast favors): \$3000
- b) Hospitality/Professional Networking room refreshments: \$1200 plus donations from affiliates.
- c) Local (featured) speakers: up to \$750 each.
- d) Appreciation for committee: \$750. This can be used to purchase food for the LEC or small mementos for each person.

6) Communications

7) Questions??

8) Hotel walk through