

**Virginia Mathematical Association of Two-Year Colleges (VMATYC)
Executive Board Meeting Minutes Draft
February 19, 2016**

Call to Order

Susan Evans, VMATYC President from Wytheville Community College called the meeting to order in the Appomattox Building Conference room 1114 at 9:04 am. Those in attendance included Mike Kirby from Tidewater CC, Susan Evans from Wytheville CC, Libby Watts from Tidewater CC, Harriette Roadman from New River CC, Jason Lachniet from Wytheville CC, Bruce Wahl from Northern Virginia CC, Elena Byrd from Thomas Nelson CC, Christy Lowery-Carter from Southside CC, Wes Crumpler from Tidewater CC, Victoria Lu from Northern Virginia CC, Theresa Nystrom from Thomas Nelson CC and Mariko Shimizu from Thomas Nelson CC.

Minutes – Theresa Nystrom

Executive Board Meeting Minutes from Friday, September 18, 2015 – Minutes were presented for the meeting. A suggestion was made to change the document from pdf back to text. Bruce Wahl moved to approve the minutes with that change and Elena Byrd seconded it. The motion passed with none opposed.

Executive Board Meeting Minutes from Friday, January 15, 2016 – Minutes were presented for the meeting. Mike Kirby moved to approve the minutes and Harriette Roadman seconded it. The motion passed with none opposed.

Treasurer’s Report – Elena Byrd

Elena Grose summarized that there are assets of \$14,058.71 in the General Fund, \$9,382.77 in the Savings Account, \$4,775.74 in the Scholarship Account, and \$8,562.11 in Certificates of Deposit, giving Total Assets of \$36,779.33.

Elena expressed concern that \$2,000 was paid out of the scholarship fund and only \$400 added. At that rate we have only two years or so of funds remaining. She suggested an increase in dues and questioned what the process would be to accomplish that. Libby Watts suggested that we “beef up” the scholarship drive at the VMATYC business meeting. Elena replied that we seldom receive donations. Elena suggested that we mention at the business meeting that donating in the name of a retiree was a good idea. Harriette Roadman mentioned that AMATYC always has a table for the foundation at conferences and asks for donations. She suggested we ask for donations from the membership and put names into a drawing for something. Libby asked if we provide receipts for tax purposes. Elena said that we haven’t in the past but could certainly do so. Susan suggested that we pass a basket at the meeting and ask everyone to throw in \$5. Mike responded that we could take \$5 of the membership fee for scholarships. Susan said that needed

to be a budget proposal with membership approval. We should discuss it later in the spring. Elena suggested we discuss it during the membership meeting on the 20th.

Theresa Nystrom moved to accept the treasurer's report. Mike Kirby seconded it. All approved and the report was accepted.

Susan asked if the CD that matures on 4-17-16 would be moved to BB&T. Elena asked if it should be moved as a CD or the funds placed in the savings account. The previous CD went to the scholarship fund. Harriette Roadman asked if this one was listed as scholarship funds as well. Susan said she would ask the previous treasurers Karen Johnson, John Gallo, and Anne Loving. Bruce Wahl suggested that in the meantime the funds be placed in savings until we decide where they should go.

Susan stated that VMATYC really needs a fiscal year budget. A template could be used and it could be approved by this board. She said she would ask for volunteers at the membership meeting on the 20th. Bruce suggested that we do a biennial budget with each new executive board term. That would make the first budget a three year budget to align it with the board terms.

Membership Report – Mariko Shimizu

Mariko stated that as of 2-18-2016 we have 130 members. Susan indicated she thought these were great numbers. Membership is clearly on the rise.

Vice Presidents' Reports

Victoria was asked if her missing check had been found. Elena said it had not been cashed. Victoria believes it is simply lost somewhere. Mike indicated he would feel better if a stop-payment was placed on the check. Harriette asked if tracking could be placed on it. Susan asked if reimbursement checks went to the regional VP's. Elena responded that all did except for Tidewater where Libby had food directly billed to Elena. Susan asked Elena to write Victoria a new check today or tomorrow and place a stop payment on the missing one.

Western Region- Jason Lachniet - No new report

Central Region- Christy Lowery-Carter - No new report

Northern Region- Victoria Lu - No new report

Eastern Region- Wes Crumpler - No new report

Committee Reports

Scholarship

Jonathan Savitch is attending the conference. Mike stated that he had not heard from Rachel Koche. Bruce said he has the plaque and that it needs to go to one school. He suggested Wytheville for this year.

Mike stated that he would like the application process to be entirely online. Libby said that would be no problem. She could find out how to access documents so that the scholarship applicants can choose either to mail applicants to Mike or submit them electronically. That would include 3 letters of reference (from the sponsoring faculty member, another school employee, and a person not connected to the community college), and official transcripts for all college courses completed. Susan said that would need to be brought before the general membership.

Since no scholarship was awarded last year 2 were given this year because we had 2 excellent candidates.

Newsletter

The next newsletter will be published in April. Everyone should get submissions to Harriette Roadman by Friday April 1 for a publication date of April 8. The following items need to be submitted:

1. Fall conference summaries
2. Peer meeting summary
3. By-law changes
4. AMATYC conference scholarship opportunities
5. Glen Fox scholarship opportunity
6. Announcement of 2017 conference location

Bruce asked for preferences for next year's conference. He suggested March 30 and April 1, or February 24 & 25, or March 3 & 4. Many schools have spring break during these times and faculty prefer not to lose spring break. Harriette stated a preference for February because there is less going on. Bruce suggested we take a straw poll during the general membership meeting on the 20th.

Old Business

2016 Peer Group Meeting

Bruce indicated there were approximately 25 sessions. Two of them were 2 hour workshops, including one on statistics. There was a whole section on Math Pathways where Patricia Parker gave an overview of the changes coming. He commented that Alison Moore did a magnificent job as the local coordinator and asked if we got her a gift. Susan stated that we would present her with a gift at the business meeting. We spent \$100 on gifts for Alison and 4 others on the

committee who were a big help. They were Christy Lowery-Carter, Steve Delong, Ellen Oliver and Theresa Thomas. The VCCS does not pay for any gifts.

New Business

AMATYC conference scholarship procedure

There are 2 scholarships for conference registration each year. One is provided by AMATYC and one is provided by VMATYC. Harriette received \$600 independent of this because she is the AMATYC delegate. The VMATYC president also receives \$600. Last year they funded the affiliate delegate only.

Harriette suggested that the regional Vice Presidents take a count of how many faculty attended. We need to decide if we are going to require all scholarship recipients to be delegates. If they are going to be a delegate they would receive \$600 instead of \$300. **Is this correct Susan??**

We need 4 people at AMATYC: an affiliate member, a board member, the president and 1 additional. If we open the VMATYC scholarship up to applications what should the criteria be? The AMATYC scholarship does not currently require the person to be a delegate. Could we make that a requirement? Do we want the VMATYC scholarship to the AMATYC conference (for registration) to go to someone who has never attended? We could make a condition of receiving the scholarship that they attend the next VMATYC conference and present. Mike suggested the VMATYC scholarship go to the president elect or conference coordinator.

It was suggested that at the spring conference we announce the scholarship availability. It should be closed on July 1 and an announcement of who receives it on July 15. Early registration ends September 30. The announcement should be in the newsletter (on the homepage).

Susan asked how the decision will be made for the scholarship. She reminded us the intent is to bring in new people. The recipient may be asked to both be a delegate and to present at the next VMATYC conference. She suggested the scholarships go to someone on the executive board if no one else applies.

To clarify: The VMATYC and AMATYC scholarship recipients receive early registration and the president and an affiliate member receive \$600.

Audit Findings

The auditor stated that our current paperwork would not fly with the IRS. Jo Agnich disagreed with that statement. There was the suggestion that we use an accounting firm for oversight and control. Bruce Wahl agreed that would be a good idea. Elena also agreed with the idea. Susan tasked Bruce with helping to locate a firm to bring before the board. He agreed to work on finding a firm.

The audit found no serious issues needing attention. They did recommend that we have a finance committee and plan a yearly and long term budget. Susan said we should really have a strategic plan that includes a mission statement as well as a budget. Elena said that she believes a strategic plan is worth pursuing.

Susan suggested we firm up the Constitution and by-laws by spring and then pursue creating a mission statement and operations manual. We will solicit VMATYC members to be a part of the budget committee at the general membership meeting on the 20th.

Bruce Wahl moved to adjourn the meeting and Mike Kirby seconded the motion.

Next Meeting
September 16, 2016
Meeting Adjourned 10:50

| VMATYC Executive Board 2011-2013 | |
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| John Gallo, Tidewater President | Cindy Wallin, Central Virginia Vice President, Central Region |
| Mike Kirby, Tidewater President-Elect | Libby Watts, Tidewater Vice President, Eastern Region |
| Ann Loving, J Sargeant Reynolds Past President | TJ Johnson, Blue Ridge Vice President, Northern Region |
| Bruce Wahl, Northern Virginia Membership Secretary | Harriette Roadman, New River Vice President, Western Region |
| Susan Evans, Wytheville Recording Secretary | Sandie Daschiell Thomas Nelson Affiliate Delegate to AMATYC |
| Karen Walters, Northern Virginia Treasurer | |

| VMATYC Executive Board 2013-2015 | |
|--|---|
| Mike Kirby, Tidewater President | Alison Moore, Central Virginia Vice President, Central Region |
| Susan Evans, Wytheville President-Elect | Libby Watts, Tidewater Vice President, Eastern Region |
| John Gallo, Tidewater Past President | Carrie Lowry, Germanna Vice President, Northern Region |
| Mariko Shimizu, Thomas Nelson Membership Secretary | Jason Lachniet, Wytheville Vice President, Western Region |
| Theresa Nystrom, Thomas Nelson Recording Secretary | Sandie Daschiell Thomas Nelson Affiliate Delegate to AMATYC |
| Elena Byrd, Thomas Nelson Treasurer | |

Blue Ridge * Central Virginia * Dabney S. Lancaster * Danville * Eastern Shore * Germanna
J. Sargeant Reynolds * John Tyler * Lord Fairfax * Mountain Empire * New River
Northern Virginia * Patrick Henry * Paul D. Camp * Piedmont Virginia * Rappahannock
Southside Virginia * Southwest Virginia * Thomas Nelson * Tidewater * Virginia Highlands
Virginia Western * Wytheville