

FTYCMA Officers' Meeting 10/12/2013

Location: St. Petersburg College, Clearwater Campus, ES 104

Time Scheduled: 8:00 AM – 9:00 AM

Official Beginning Time: 8:10 AM

In Attendance: Bill Hemme, Ryan Kasha, Mike Keller, JoAnn Lewin (Guest member), Penny Morris, Donald Ransford, Jim Rhodes, Sandra Seifert (*listed in alphabetical order by last name*).

Officers we missed: Nancy Johnson, Altay Ozgener, Rick Pal (*listed in alphabetical order by last name*).

1) The meeting began with the Treasurer's Report by Mike Keller.

Mike provided a 2-sided report with one side being a copy of the report submitted at the officers' meeting in May. The other side is the report through October 11th. There was no expenses since May. The hospitality donation to AMATYC was paid back in May, 2013. Most of the revenues reported since May came from Santa Fe paying for annual memberships for their entire department and Carl Hensley paying for 22 annual memberships for Indian River College.

The revenue collected from this year's retreat was \$650 since Friday, *which includes Carl Hensley paying for annual memberships for Indian River College (amended)*. (October 11, 2013). Last year, we made \$700 from the retreat. Donald noted that we are basically breaking even from our retreats when you take cost into consideration (food, refreshments, gift cards to host, etc.).

2) The second agenda item discussed dealt with streamlining the registration process and membership form.

There were discussions around the possibility of on-line registration forms.

Mike mentioned that some of the information requested is not necessary for current members. The only information needed on the registration form is the person's name, contact phone number (just 1 phone number), college, and e-mail. The membership form should be a separate form.

Mike suggested providing a receipt with the FTYCMA retreat logo that can be easily signed off upon payment instead of using the current receipts.

There was also a suggestion of making the registration form a typed form in a pdf format, which can be set up by Altay.

Action Items:

-Mike will work on registration form and receipts. *Altay is able to also work on a fillable registration form (Addition after issuance of original minutes).*

-Sandra will work on membership form.

-Jim will update future editions on the newsletter to reflect that all payments for membership should be sent to the treasurer, Mike. Mike will forward the names and contact information of all new lifetime members to Sandra for certificate processing and to Altay to update the FTYCMA lifetime list on our website.

3) FTYCMA website discussion:

Sandra mentioned that users cannot right click on our logo on the first web page, but it is clickable on the other pages. Donald mentioned that there were no copyright issues with our logo since he created our logo when it was updated. We decided to defer this issue to Altay for clarification and any corrections to the right click function on the first page of our website if possible. *Altay has mentioned that he intentionally disabled the right click function on the first page of the website (Addition after issuance of original minutes).*

4) Discussion of site location for Fall Retreat 2014:

We discussed site locations that would be closer to the south end of the state to attract people from colleges that do not regularly attend our retreat. We discussed the possibility of Valencia College, Indian River, and Edison State College. Edison State College has volunteered to be the site for our next retreat in 2014 pending administration approval. It was mentioned that Edison State College will be known as Florida SouthWestern State College for our fall retreat in 2014. We have tentatively scheduled our next retreat to be the weekend of October 10th and 11th (2nd weekend in October like this year's retreat) with fall-back dates of October 17th and 18th. We do not anticipate any conflicts with holidays or AMATYC since AMATYC is scheduled for November 13th – 16th, 2014. Ryan motioned to have the retreat held at Edison State College, and Jim seconded the motion. Everyone agreed to have the next retreat at Edison pending administration approval. Donald will keep us updated on the approval.

5) The next discussion centered on our newsletter and the provision of a snail-mailed flier.

There was a discussion about members not always receiving our e-mail communications including our newsletters. We discussed options about providing the newsletter only once a year via e-mail and a 1-page flier with relevant updates in the beginning of each academic year

(September). There was support for still e-mailing a newsletter once a year in the spring time. The 1-page flier would remind members of our retreat, AMATYC conference, FL-MAA Joint Conference, and membership information. The 1-page flier is meant to jumpstart members' participation and retreat registration earlier.

Sandra suggested sending e-mail blasts focused on 1 item (For example, the dates of the retreat and how to register; nominating a person for an award, etc.). These e-mails should be short and focused!

Penny motioned to make this change, and Bill seconded the motion.

6) Teaching Award for 2014 and Plaque for the President:

2014 is the Teaching Award. The nomination process for this award is advertised in our newsletter. All recommendations for this award should be sent to our president, Penny. The nominee must be a FTYCMA member (or pay the annual membership fee of \$10 to become a member). Sandra suggested sending an e-mail blast just about the Teaching Award for 2014. It is also tradition for the outgoing president to receive a plaque. The options provided was either the President-Elect taking care of it or the current President getting her own plaque. Ryan agreed to get the outgoing President the plaque. Penny agreed to provide Ryan with the vendor's address and contact information so that we do not have to pay for another set-up fee to make a plaque.

7) FTYCMA affiliate scholarship for AMATYC 2013:

As of the time of this meeting, Penny did not receive any recommendations for who should receive this scholarship. The recommendations received were people who have already paid for the AMATYC conference. It was suggested that an announcement for this scholarship would be made at the end of the retreat today. Donald also had a recommendation for someone who has never attended an AMATYC conference, but he would get us more information on whether this person could afford to go to the AMATYC conference. Penny reminded us that the person who receives this scholarship would have to pay to become an AMATYC member and pay the late registration fee. The scholarship only subsidizes \$340 (the member's price for early registration).

8) Slate of officers for 2014 – 2016:

The only discussion was who would be the next President-Elect. Ryan reminded everyone that Altay offered to serve in this capacity in February during the FL-MAA Joint Conference. If there is anyone else interested in being considered should contact the FTYCMA board. The official votes for officers take place in February during our business meeting.

9) Agenda for Spring Meeting in February:

We will have our morning meetings during the FL-MAA Joint Conference. The officers' meeting will be from 10:00 AM – 11:00 AM, followed by our business meeting from 11:00 AM – 12:00 PM, then we will have a lunch provided by a publisher. Donald will add our schedule in the FL-MAA program.

10) Other business:

There were no other topics mentioned during our formal meeting.

Informally, throughout the retreat, there were discussions about the low attendance of our retreats in recent years. It was mentioned that we want to increase attendance for our retreats. We discussed discounted options including: paying the lifetime membership fee at the retreat and it would cover both the retreat and lifetime membership, buy one/bring one offers, etc. The officers are still brainstorming ideas to increase the attendance at our retreats. This will be a topic for discussion formally at our next officers' meeting.

Adjournment:

Mike motioned for the meeting to end at 9:00 AM. Sandra seconded this motion.

The meeting was adjourned officially at 9:00 AM.

Official Ending Time: 9:00 AM

Minutes submitted by,

Ryan Kasha, President-Elect/Acting Secretary