

**AMERICAN MATHEMATICAL SOCIETY
EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES
MAY 19-20, 2000
ANN ARBOR, MICHIGAN**

MINUTES

Note: at the present time, the attachments are not available electronically. If you would like to see an attachment, please contact Ellen Heiser at the AMS headquarters at ehh@ams.org or 800-321-4267.

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A joint meeting of the Executive Committee of the Council (EC) and the Board of Trustees (BT) was held Friday and Saturday, May 19-20, 2000, at the Michigan Union at the University of Michigan in Ann Arbor, Michigan. The following members of the ECBT were present: Roy L. Adler, Felix E. Browder, Robert L. Bryant, John B. Conway, Michael G. Crandall, Robert J. Daverman, John M. Franks, Eric M. Friedlander, Linda Keen, Andy R. Magid, Joel H. Spencer, B. A. Taylor, and Karen Vogtmann. Hyman Bass was unable to attend.

Also present were: Donald G. Babbitt (Publisher), Gary G. Brownell (Chief Financial Officer), John H. Ewing (Executive Director), Ellen H. Heiser (Assistant to the Executive Director [and recording secretary]), Jane E. Kister (Executive Editor/Mathematical Reviews), James W. Maxwell (Associate Executive Director/Meetings and Professional Services), Constance W. Pass (Controller), and Samuel M. Rankin (Associate Executive Director/Government Relations and Programs).

President Browder and Board Chair Magid presided.

Items occur in numerical order, which is not necessarily the order in which they were discussed at the meeting.

0	CALL TO ORDER AND ANNOUNCEMENTS
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0.1 **Opening of the Meeting and Introductions.**

President Browder convened the meeting and everyone introduced themselves.

0.2 **Housekeeping Matters.**

Executive Director Ewing discussed several housekeeping matters related to the present meeting.

1I EXECUTIVE COMMITTEE INFORMATION ITEMS

1I.1 Secretariat Business by Mail. Att. #2.

Minutes of Secretariat business by mail during the months October 1999 – March 2000 are attached (#2).

2 EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES ACTION/DISCUSSION ITEMS
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2.1 Public Awareness. Att. #1.

On Friday evening, the ECBT had a discussion session devoted to the topic of public awareness. Executive Director Ewing prepared the attached proposal and background information (Att. #1) to facilitate the discussion.

The ECBT debated the merits of expanding the AMS's public awareness efforts and then voted to create a Public Awareness Office, according to the rough outline described in the attachment. (Note that it was decided to use the term "public awareness" instead of "media relations.") The idea of creating a quasi-endowment of \$2,000,000 to fund special projects carried out by the Public Awareness Office was left aside. The annual budget for the Public Awareness Office (including special projects) will be prepared and approved each year in the same fashion as other departments are now.

2.2 Report on the Long Range Planning Committee (LRPC).

Joel Spencer, Chair of LRPC, reported that LRPC met on May 19. The main topic of discussion was the policy committees. The LRPC felt generally positive about the way the policy committees are currently working and did not feel there was any need for a more intensive review at this time.

2.3 Report on Committee on Meetings and Conferences (COMC). Att. #28.

The ECBT received the attached report (#28) on the April 29, 2000 COMC meeting.

2.4 Report on Committee on the Profession (CoProf).

CoProf held its most recent meeting in October 1999, and a report on that meeting was included in the November 1999 ECBT minutes. CoProf's next meeting is scheduled for September 16, 2000 in Chicago. The 1999 Annual Report on CoProf

activities appeared in the January 2000 Council agenda and is posted on e-MATH (www.ams.org/ams/coprof-report1999.html).

2.5 Report on Committee on Publications (CPub).

CPub last met on October 23, 1999. The following recommendations were submitted to the January 2000 Council.

- The charge to the Book Editorial Committees should be expanded to include the following statement: The Committee should also seek out very high-quality older books that are appropriate for the series, and include them in the series either by reprinting the books or publishing new editions.
- In conjunction with the recommendation to distribute responsibility for identifying suitable reprinted books for the AMS book series to the cognizant Book Editorial Committees, CPub recommends that the Reprinted Books Committee be discharged with thanks.

The first proposal passed unchanged while the second one, slightly modified, was also passed.

CPub is scheduled to meet again on September 9, 2000. Each year CPub reviews one aspect of the AMS publication program. This year the member publication, *Notices of the AMS*, will be reviewed.

2.6 Report on Mathematical Reviews Editorial Committee (MREC).

There was nothing new to report from MREC at this time. The Committee will meet next on October 16-17, 2000.

2.7 Report on Committee on Education (COE).

The next COE meeting is scheduled for October 27-28, 2000, in Washington, DC. COE Chair for 2000 is Roger Howe (Yale University). Since the last report to ECBT, COE sponsored an address at the January 2000 Joint Mathematics Meetings in Washington, DC by Dr. Judith Sunley, Interim Director of the National Science Foundation's Education and Human Resources Division. Issues addressed by email have included the Open Letter to Secretary of Education Richard Riley on recent evaluations of school mathematics curricula (and the National Council of Teachers of Mathematics' response); the draft Conference Board of the Mathematical Sciences Mathematics Education of Teachers report; and recent bills introduced in Congress on K-12 science, mathematics, engineering and technology education.

2.8 Report on Committee on Science Policy (CSP). Att. #9.

CSP met March 10-11, 2000, in Washington DC. Members heard very positive projections for federal support for science in FY 2001, based on the President's Budget Request, although all Congressional visitors urged continued support from the mathematical community during the forthcoming budget battles in the House and Senate. The meeting was larger than usual because, for the first time, several department chairs were invited to attend the discussions on science funding. A summary report on the meeting is attached (#9).

2.9 Washington Office Report. Att. #10.

The ECBT received the attached report (#10) on activities of the AMS Washington Office.

2.10 Report from the President. Att. #11.

The ECBT received the attached report (#11) from President Browder.

2.11 2001 Journal Pages.

The ECBT authorized the following numbers of pages for 2001 journals:

<i>Bulletin</i>	640
<i>Conformal Geometry and Dynamics</i>	200
<i>Electronic Research Announcements</i>	200
<i>Journal of the AMS</i>	1,000
<i>Mathematics of Computation</i>	1,750
<i>Memoirs</i>	3,200
<i>Notices</i>	1,550
<i>Proceedings</i>	3,520
<i>Representation Theory</i>	500
<i>Transactions</i>	5,000
<i>Sugaku</i>	240

The ECBT also noted that the following numbers of pages are currently the staff's best estimates and were included in the version of the 2001 budget presented at this meeting:

<i>Abstracts</i>	660
<i>Current Mathematical Publications</i>	3,660
<i>Mathematical Reviews</i>	

<i>Issue pages</i>	9,640
<i>Annual index pages</i>	4,760
<i>Total MR pages</i>	14,400
<i>St. Petersburg</i>	1,208
<i>Theory of Probability and Mathematical Statistics</i>	324
<i>Trudy Moscow</i>	259
<i>Employment Information in the Mathematical Sciences</i>	375

2.12 2001 Journal Prices.

The BT (in consultation with the EC) approved the following list prices for 2001 journal subscriptions. It was understood that these prices (except for *Mathematical Reviews* products) include an additional 1% that is to be set aside in the Archiving Fund for AMS Journals and Books (the purpose of this Fund is outlined in item 2.13 of the November 1995 ECBT minutes).

<i>Abstracts</i>	\$ 100
<i>Bulletin</i>	\$ 318
<i>Conformal Geometry and Dynamics</i>	\$ 100
<i>Journal of the AMS</i>	\$ 219
<i>Mathematics of Computation</i>	\$ 366
<i>Mathematical Reviews</i> products:	
<i>Mathematical Reviews</i> (paper)	\$ 446
<i>Current Mathematical Publications</i>	\$ 524
MR Sections	\$ 127
Data Access Fee	\$6,141
<i>MathSciDisc</i>	\$1,975
<i>MathSciNet</i>	\$1,775
<i>MathSciNet</i> and <i>MathSciDisc</i>	\$2,600
<i>Memoirs</i>	\$ 494
<i>Moscow</i>	\$ 354
<i>Notices</i>	\$ 340
<i>Proceedings</i>	\$ 809
<i>Representation Theory</i>	\$ 100
<i>St. Petersburg</i>	\$1,310
<i>Sugaku</i>	\$ 147
<i>Theory of Probability and Mathematical Statistics</i>	\$ 502
<i>Transactions</i>	\$1,326

2.13 Report on the Book Program. Att. #7.

The ECBT received the attached report (#7) on the 1999 book program, as well as a report that was handed out at the meeting showing a three-year moving average of the number of book titles published (or budgeted) for 1994 through 2001.

2.14 Print-on-Demand Status. Att. #8.

The ECBT received the attached report (#8) on the status of possible purchase or lease of print-on-demand equipment.

2.15 2001 Individual Member Dues.

The ECBT approved the Executive Director's and the Secretary's recommendation that ordinary high dues increase to \$136 for 2001, and that the high/low dues cutoff be increased from \$65,000 to \$75,000 for 2001. (It was noted that the April 2000 Council had endorsed this recommendation.)

2.16 2001 Institutional Member Dues.

The ECBT approved a 4% increase for institutional members in North America, and a comparable increase for international institutional members, for 2001.

2.17 Report on Committee on Interim Young Scholars Program. Att. #13.

This four-person Committee, chaired by Joel Spencer, met in Providence on January 28 and evaluated a total of 14 applications for support. All the proposals presented impressive programs for young scholars. In the end, the Committee selected seven applications to receive funding from the \$75,000 allotted to the first year of the program. Att. #13 lists the seven selected applications and the funding level of each.

2.18 Reorganization of Development Office. Att. # 12.

With the departure of the development officer in fall 1999, the office was reorganized and streamlined. One goal was to reallocate some of the funds from the development office to pay for a new public awareness officer (see item 2.1). A brief description of the new organization and the rationale for trying it are included in Att. #12.

2.19 Agenda and Budget Committee Agenda and Fiscal Reports.

The Agenda and Budget Committee (ABC) meets twice each year prior to each ECBT meeting. Since meetings of the ABC have changed in character in recent years, Executive Director Ewing recommended the following changes in procedures:

1. Because the spring ABC meeting has become relatively short, and because it is increasingly difficult to schedule meetings at a time that is convenient for all parties, the Executive Director recommends that the spring ABC meeting be conducted primarily by conference call. The meeting will take place on a weekday, and any member of the ABC can still travel to Providence to participate in the meeting (and possibly carry out other business).
2. At both spring and fall meetings, the ABC agenda is usually an outline of the final ECBT agenda, but without much of the detail. The fiscal reports are very similar to the ECBT fiscal reports, with only minor corrections. Currently, the ABC agenda and fiscal reports are sent to *all* members of the ECBT . . . and then the final (corrected) versions are sent to the ECBT approximately six weeks later. The Executive Director recommends that the ABC agenda and fiscal reports be sent to the members of the ABC only. Naturally, any member of the ECBT will receive a copy of these reports upon request, but it seems more sensible to limit automatic distribution as a matter of simple economy. We have already taken steps to limit the distribution of ABC materials to the rest of the AMS staff.

No action was taken on recommendation 1. The ECBT approved recommendation 2.

2.20 2001 ABC/ECBT Meetings.

The ECBT approved the following dates and sites for 2001 Agenda and Budget Committee (ABC) and Executive Committee and Board of Trustees (ECBT) meetings:

ABC	March 30, 2001 (Friday)	Providence, Rhode Island
ECBT	May 18-19, 2001 (Friday-Saturday)	Providence, Rhode Island
ABC	October 5, 2001 (Friday)	Providence, Rhode Island
ECBT	November 16-17, 2001 (Friday-Saturday)	Providence, Rhode Island

It was noted that the members of the ABC in 2001 will be: Adler, Bass, Daverman, Franks, Spencer, and Taylor.

2C EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES CONSENT ITEMS

2C.1 November 1999 ECBT Meeting.

The ECBT approved the minutes of the meeting of the Executive Committee and Board of Trustees held November 19-20, 1999, in Providence, Rhode Island. These minutes include:

May 2000 ECBT Minutes

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- ECBT open and executive session minutes prepared by the Secretary of the Society,
- BT executive session minutes prepared by the Secretary of the Board.

2C.2 May 1999 ECBT Meeting.

Recently, a mistake was discovered in the May 1999 ECBT minutes. The Secretary, therefore, again offered these minutes for approval, with the following change:

2.15 2000 Individual Member Dues.

The ECBT approved the Council's recommendation that individual member dues for 2000 remain at the 1999 rate (~~\$136~~ **\$132** for ordinary high level), and that the high/low dues cutoff be increased from \$55,000 to \$65,000.

The ECBT approved these minutes, including the above-mentioned change. Staff is humbly sorry for this error.

2C.3 AMS Presence at the Annual SACNAS Meeting. Att. #17.

The ECBT approved a request from the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) that the AMS provide \$5,000 for support of the mathematics program at the October 2000 SACNAS national meeting in Atlanta, Georgia. A report on the October 1999 SACNAS meeting, and a description of the planned mathematics program for the upcoming meeting, was received (Att. #17). The \$5,000 is to be allocated from the Program Development Fund.

2I EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES INFORMATION ITEMS

2I.1 Journals Version 2.

Significant work was done in 1999 on the online journals system (www.ams.org/journals). The most evident change is the enhanced and redesigned interface to the system, including creation of additional author tools. The other significant changes make the online journals' infrastructure much more robust and more capable of handling future needs.

Some of the more notable enhancements include:

- overall improvement in the user interface, particularly the navigation
- HTML references with links to MathSciNet available from each abstract page
- a manuscript-tracking tool for authors and facilitation of author access to TeX information
- well-tagged metadata available for each article.

2I.2 Update on the AMS-IMS-SIAM Summer Research Conferences. Att. #18.

A total of fourteen proposals for consideration as Summer Research Conferences (SRCs) for summer 2001 have been received. This is the largest number of proposals received in over ten years, and it suggests that efforts to increase the visibility of the SRC program are meeting with success. The Selection Committee met in New York City on March 5 and selected the final lineup of conferences. Att. #18 lists the seven topics approved.

Efforts are now underway to appoint two representatives from each of the three sponsoring societies to the newly established Advisory Panel.

2I.3 Travel Grant Proposal for UCLA Meeting.

With less than 130 applications in hand as of January 25, the deadline for submission of applications for travel support to the AMS's UCLA meeting was extended from January 31 to February 15. An email reminder was also sent to chairs of PhD-granting math departments and to members of various AMS governance groups. This effort met with resounding success; the final count of applications was 506. A panel of eighteen mathematicians, chaired by Professor Karen Smith of the University of Michigan, completed the work of evaluating the proposals in mid-April. Award letters have been sent to the top-rated 160 applicants. With funding of \$150,000 promised from NSF, the average award amount of approximately \$940 is expected to provide close to full reimbursement of a recipient's travel and subsistence expenses.

2I.4 2000-2001 AMS Centennial Fellowships.

The Centennial Fellowships Committee has announced fellowship awards to

- Dr Siqi Fu (University of Wyoming)
- Dr Christopher Herald (University of Nevada, Reno)
- Dr Wei-Dong Ruan (Columbia University)
- Dr Vasily V. Strela (Drexel University)

All have accepted. The amount of each 2000-2001 Fellowship is \$39,000, with an additional expense allowance of \$1,600.

2I.5 Report on 2000 AAAS Annual Meeting. Att. #19.

A report on the AMS-supported activities at the recent American Association for the Advancement of Science's annual meeting is attached (#19).

2I.6 Actions of the Agenda and Budget Committee (ABC).

At its March 24, 2000, meeting in Providence, Rhode Island, the ABC took the following action:

The ABC set the schedule for the May 2000 ECBT meeting and decided there should be an ECBT discussion session on public awareness at this meeting.

2I.7 AAS-AMS-APS Public Service Award.

On March 29, 2000, a reception was held in the Dirksen Senate Office Building for the presentation of the first American Astronomical Society-American Mathematical Society-American Physical Society Public Service Awards. The awardees were Senators Bill Frist and Joseph Lieberman, and former director of the National Institutes of Health, Harold Varmus. Seventy-five people attended the reception. Washington Office staff were responsible for coordination of the award design, and for organizing the reception.

2I.8 AAAS Mass Media Science and Engineering Fellowship.

The AMS will sponsor two AAAS Mass Media Fellows during the summer of 2000. Kathryn Leonard, graduate student in mathematics at Brown University, will go to *Popular Science*, and Mary Ann Saadi, graduate student in mathematics at the University of Rhode Island, will go to *Business Week*.

2I.9 State of the AMS. Att. #25.

Attached (#25) is the Executive Director's annual report to the Council, which was presented at the April 2000 Council meeting.

3 BOARD OF TRUSTEES ACTION/DISCUSSION ITEMS
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3.1 Discussion of Fiscal Reports.

The BT received and discussed various fiscal reports. It was noted that approval of the 2001 budget will be requested at the November 2000 ECBT meeting.

3.2 Budgeted Staffing Levels.

The BT received a report showing the budgeted full-time employees (FTEs) by division.

3.3 Capital Expenditures - 2000 Capital Purchase Plan.

The BT received a report on the 2000 capital purchase plan.

3.3.1 Capital Expenditures - Approval of Specific Purchases.

Requests for authorization to make specific large purchases (items costing \$50,000 or more) are included under this item. No such requests were made at this meeting.

3.3.2 Change in Approval Procedures for Large Capital Purchases. Att. #21.

For the past several years the policy has been that capital expenditures of more than \$50,000 require approval by the BT, with the Executive Director having authority to approve expenditures of less than \$50,000.

The BT approved a recommendation that the Executive Director be given the authority to approve capital expenditures of less than \$100,000.

The BT also received the attached document (#21) describing the policies and procedures that will be followed by staff for budgeting and authorizing capital expenditures.

3.4 Investment Committee Report.

John Franks, Chair of the Investment Committee reported on their May 19 meeting. The BT approved the following recommendations from the Investment Committee:

- Change the spending rate on endowment and quasi-endowment funds from 4.5% to 5%.
- Move \$1,500,000 from operating income to the Economic Stabilization Fund.

3.5 Short-term Investments. Att. #22.

The BT received the attached report (#22) summarizing the Society's cash management policies and short-term investment performance during 1999.

The BT voted to

- increase the maximum allowable level for investments in money market funds to \$4,500,000

- increase the maximum allowable level for investments in fixed income mutual funds to \$2,500,000
- increase the maximum allowable level for investments in high yield and convertible securities funds to \$2,000,000 (Friedlander abstained).

3.6 Audit Committee Report. Att. #29.

Treasurer John Franks reported that the Audit Committee met on May 19, 2000 with finance staff and a representative from the auditing firm of KPMG to review drafts of the audited financial statements. The Audit Committee also met privately with the auditor. It was noted that no material weaknesses involving the AMS's internal control structure and operation were found. The BT approved the Audit Committee's recommendation to accept the audited financial statements for the years ended December 31, 1999 and 1998. These statements are attached (#29).

3.7 Registration Fees for the January 2001 Joint Mathematics Meetings.

Based on the information available at this meeting, the BT voted to advise the AMS-MAA Joint Meetings Committee that the member pre-registration fee for the January 2001 meeting be set at \$170.

3.8 Conducting Board Business between Meetings. Att. #24.

While infrequent, there are occasions when the Board of Trustees must conduct business between meetings. The bylaws make no mention of this, and the Trustees agreed that there is a need for some guidelines for conducting business between meetings. Att. #24 contains a brief discussion of the issues, as well as some illustrations of ways in which to provide guidelines.

It was the general consensus that an ad hoc subcommittee of the BT should be appointed to formulate guidelines for conducting BT business between meetings. These suggested guidelines will be considered at the November 2000 BT meeting. The Chair of the Board then appointed the following people to this subcommittee: Michael Crandall, Eric Friedlander, Andy Magid.

3.9 Trustee Reports on Divisions Att. #30.

Section VI of the 1999 operating plan (*Report on Projects and Activities*) had been sent to the BT separately, and each Trustee reported on the Division(s) with which he or she has liaison.

Now that the 1999 Operating Plan is complete, a copy of it will be attached to the record copies of these minutes (Att. #30).

3.10 Meeting of MR, Inc.

The AMS BT meeting adjourned. The AMS Trustees then convened as the Board of Directors of MR, Inc. and elected the following officers:

President of the Corporation:	Andy R. Magid
Treasurer of the Corporation:	John M. Franks
Secretary of the Corporation:	Linda Keen
Directors of the Corporation:	Roy L. Adler
	Felix Browder
	Michael G. Crandall
	Eric M. Friedlander
	B. A. Taylor

The meeting of the Board of Directors of MR, Inc. then adjourned, and the meeting of the AMS BT reconvened.

3.11 Registration Fees at Sectional Meetings.

Note: This item was added to the agenda at the ECBT meeting.

Trustee Friedlander asked the BT to consider rescinding its November 1999 decision to raise registration fees at sectional meetings from \$30 (AMS or CMS members), \$45 (nonmembers), and \$10 (emeritus members, students, or unemployed mathematicians) to \$40 (AMS or CMS members), \$60 (nonmembers), and \$15 (emeritus members, students, or unemployed mathematicians).

It was moved and seconded that the BT rescind this decision. It was then moved, seconded, and approved that this motion be tabled until the November 2000 ECBT meeting, so that an agenda item with appropriate background can be prepared for consideration. It was noted that the effect of this is that staff will go ahead with increased registration fees for the fall 2000 sectional meetings.

3C BOARD OF TRUSTEES CONSENT ITEMS

3C.1 Retirement Plan Changes. Att. #26.

Restatements of the Society's two retirement plans are attached (#26). The changes are primarily technical changes prompted by changes in law or regulation over the course of a few years. These would normally be regarded as "small" changes (with no significant change in benefits) to be approved by the Executive Director; however,

because the plan document is being restated, and because most boiler plate language refers to a plan approved by the Board, the BT was asked to approve the full documents at this time. The BT approved the documents presented in Att. #26.

3C.2 Trustees' Officers.

The BT named Roy Adler Chair of the Board, and Eric Friedlander Secretary of the Board, for the period February 1, 2001 - January 31, 2002.

3C.3 Moving AMS's Account to Citizens Bank. Att. #27.

Citizens Bank – Massachusetts purchased the commercial banking activity and accounts of State Street Bank in the fall of 1999. The BT, therefore, approved the resolutions in Att. #27 to formally move AMS's account to Citizens. All authorities noted in the Resolutions and other related agreements (Cash Management, Money Transfer) have been established in exactly the same manner as had been in place with State Street Bank.

3I BOARD OF TRUSTEES INFORMATION ITEMS

3I.1 Economic Stabilization Fund (ESF) Increment.

The 1999 increment to the Economic Stabilization Fund is reinvested income of approximately \$5,775,000.

3I.2 Year 2000 Changes.

New Year's was uneventful. The Society's Year 2000 project team completed its extensive assessment, renovation, and testing of AMS's in-house developed software, as well as obtaining appropriate Y2K compliance assurance from its vendors, well before the end of 1999. The plan for the rollover of the new year was executed without problem. Although New Year's was uneventful, the Society was the victim of a Y2K bug that struck its credit card processing system in April. The problem resulted in duplicate charges being applied to customer credit card accounts. The efforts of a number of people working many hours over a three-day period were required to analyze the problem, devise a solution, and correct the duplicate transactions.

3I.3 Consolidation of Requests for Program Development Funds.

As a routine practice, all requests for expenditures from the Program Development Fund are consolidated in a single item. Approval for each request is

under separate items elsewhere in these minutes:

- \$75,000 for Young Scholars (item 2.17)
- \$5,000 for SACNAS program (item 2C.3)

3I.4 Actions of the Executive Director.

The Executive Director is authorized to change registration fees for conferences, short courses, and the employment center, and to make small changes in fringe benefits. No such changes have been made since the last ECBT meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert J. Daverman". The signature is fluid and cursive, with a long horizontal stroke at the end.

*Robert J. Daverman, Secretary
Knoxville, Tennessee
June 23, 2000*