

**MATHWEST**  
**Meeting Minutes**  
**April 11, 2006**

The meeting was called to order on Tuesday, April 11, 2006, at 4:08 pm at Friendly's in West Springfield. Those in attendance were Scott Trahan, Marnie Hennemann, Barbara Martowski, Cindy Tuthill, Ellen Follett, and Tricia Lynn. The meeting was called to order by Scott Trahan, our president.

Scott began the meeting by briefly discussing the success of the AP Practice exam on April 8<sup>th</sup>. He will discuss the details at the next Board meeting. However, it was a success and made a profit of almost \$200.

The purpose of this meeting was to discuss the strengths and weaknesses of the Annual Meeting and T<sup>3</sup> Conference.

Scott spoke briefly of the unexpected expenses which presented themselves during the conference. These included, but were not limited to, the rental of table skirts for the vendor tables (approximately \$500), 3 no-shows (a loss of approximately \$400) and the last minute speakers reception (approximately \$250).

However, there were a lot of expenses from the conference which we will be able to use in the future. We have MATHWEST totebags, lanyards, apples, easels, speaker ribbons, and wine glasses.

Next year, we will run a one-day conference at either the Marriot or the Sheraton in mid-March with a theme of Cross Curricular Connections (CCC). We will have 4 one and a half hour sessions which will be categorized by their grade level: K-4, 5-8, or 9-12.

The following is a list of suggestions for the next conference....

- Keep the food and the vendors in the same area
- Have vendors in an easier location with minimal luggage of boxes
- Have a parking validation stamp or sticker
- Give different bags to the presenters
- Have a detailed co-presenter policy (the 2<sup>nd</sup> presenter will be half price, any other presenters will need to pay full price)
- Display last year's math month poster contest winners – have them laminated
- Have pencils sharpened or have a pencil sharpener available
- Better breakdown of grade levels for conference sessions (some elementary were for 4 and up, etc)
- Schedule of assigned duties for Board members
- Constitutional amendment for free admission for Board members since they are working and not able to attend sessions
- Keep all sessions close together (Press room, lounge, and sports bar were too far away!)
- Give an incentive to MATHWEST members to help with the conference (perhaps 2 hours of work = \$20 off your registration fee)
- Construction of subcommittees to delegate power (hospitality committee to handle speaker gifts, bags, and reception, set up committee to handle recruiting of man power to help set up, staffing committee to come up with schedule for work during the conference, etc...)

The meeting was adjourned at 5:15 PM.