MINUTES
MESA Executive Council meeting
January 17, 2002

In attendance: Lisa Sheehy, Jake Klerlein, Nancy Williams, Summer Brown, Brian Lawler, Amy Hackenberg
Not in attendance: Raj Patel

1:00-2:30

1. Treasurer’s report - Nancy
   a. Good amount of $
   b. Both NCTM & LEA checks have cleared from last year

2. NCTM Book Sale report - Jake
   a. Things are rolling just fine.
   b. Notes that income from NCTM sales looks strong. But LEA income is poor – it seems the LEA deal is not so “sweet”, for example they have a $2 fee for each book that must be re-shelved.
   c. Last year’s book sale is still not resolved. There seems to be great confusion on the publisher’s end. Notice both checks have cleared (see treasurer’s report). Some purchasers recognized books they ordered last year, commenting that they still haven’t received them. Jake will get back with Chris again & try to sort through this next round of information.

3. TME - Amy
   a. Chris Drumm and Andy Norton have passed off the duties for completing the Winter 2001 (Vol.11 No. 2) TME. Amy is willing to spearhead the completion of the publication; members of the MESA Executive Council will help with the duties that must be completed (see To Do list at bottom of minutes). Amy met with Chris to get an update on this issues status, as well as to transition the editorship for the next year (Vol. 12).
   b. Done, for Winter 2001 publication:
      i. Editor’s letter (Andy wrote)
      ii. Tom Kieren’s expository piece “In Focus”
      iii. Dorothy White’s “Guest Editorial”
      iv. Lisa Sheehy’s “Book Review”
      v. Letter’s have been sent to 2 author’s, indicating our desire to publish (Amy will confirm this with Chris)
   c. Not done, still needed for Winter 2001 publication:
      i. 1 (or 2) articles, in a publishable form
      ii. Cover Design
      iii. PME announcement
      iv. The above (3.b.) has been copy-edited once, needs a final proof-read
      v. Final editing & Layout (i.e. create the final document)
      vi. Printing (roughly 1 week necessary at printers) (match color-coding of covers)
      vii. create electronic version
Update mailing list & mail (& e-mail). In particular, Nancy indicated that (because of the goal to switch from printed format to e-journal) there is a list of people who still need to be contacted regarding this change in their subscription. Some have been contacted and have replied they prefer to receive the printed journal. These contacts must be completed and lists must reflect e-journal recipients vs. print journal recipients. (There is an added MESA fee to receive the print journal.)

d. TME meetings on Thursday’s (1/24, 1/31, 2/7, 2/14) from 1:00 – 2:00

e. Other, general decisions agreed to by Board regarding TME Vol. 11 No. 2:
   i. Keep this issue named Volume 11. No. 2
   ii. Remove any naming of a particular editor(s). Preferably list no editor or “MESA board” or “MESA Executive Council” or **just put down a list of names of those who have contributed time & effort**.
   iii. “Do or Die” date for publication of TME Vol. 11 No. 2: One (or more) article must be received by 2/14/02.

f. Amy’s tenure as Editor / Future issues:
   i. Next issue
      a. Publication goal dates are Vol. 12 No. 1 in May ’02, Vol. 12 No. 2 in Oct. ’02 (prior to PME here at UGA)
      b. Maybe consider Andrew Izsâk or Brad Findell for next “In Focus” piece.
      c. We need (a good selection of) articles to choose from. We need to consider a “Call for articles…” Maybe advertise at NCTM, by donating an issue to local schools, via “The Mathematics Teacher”, advertise at AERA, …
   ii. Pat Wilson / Jim Wilson will arrange for a computer to be dedicated to TME organization & publication. It will be in Amy’s office, on one of the three desks. Brian suggests expanding it’s purpose slightly to be a central location for all MESA current work as well as records.
   iii. Amy wishes her Editorship to be collaborative. She sees the editor as having some final-decision making roles, managing blind review process, and distributing work – a sort of manager. She hopes roles can be filled, such as “TME secretary” – spearheading communication with authors, help with editing and copy-editing, reviewers, “Timeliner”, “On-liner (electronic version), manage mailing lists, managing review process, …
   iv. The role of TME (with input from Pat Wilson): Quality is important, more so than quantity. Thus publication of Vol. 11 No. 2 is not crucial. Indirectly, TME is PR for the department. It is reflective of the energy and work we do here at UGA.

4. Set MESA goals for Spring 2002 (moved to next meeting)
5. BEGLES scheduling: Agreed to shoot for Friday’s 4:00 – 5:00 every two weeks at JW’s. Brian will design a schedule, confirm with Exec Council, then confirm with JW. Then post it to the MESA calendar. It is agreed each BEGLE meeting should have a topic/question to center the conversation (over drinks and snacks of course)
6. MESA lunches: Jake rode a bus to downtown, ate, and rode back in 90 minutes. This length of time seems OK. We’ll schedule weekly on Tuesdays (Jake will put something together, Brian will post to calendar). Jake will post announcements to bulletin board for place.

7. RESA Exam update. Summer indicates things are in the works. Set for Feb. 9, 8:30 – 12:30. Need volunteers to run and to score. Still awaiting a couple problems.

8. NCTM
   a. Affiliate Status still not good. Jake has been in contact, it is a matter of some paperwork errors, or other. Either way, at worst we will wait for Jake’s enrollment when he registers for NCTM National Meeting. Other Affiliate issues are in good shape.
   b. Jake will attend 2 meetings at NCTM Las Vegas as his NCTM rep duties.
   c. Leadership Academies on June 7-9 in Memphis/Denver. Free registration & food. There is an interest in all MESA Exec Council going. Possibly even some undergraduates. Brian indicates if that option doesn’t work, he has plans to be in Denver around that time and might could go there.
   d. Academy – MESA seems to be non-supportive of pursuing the potential of UGA Dept. of Math Ed to host

9. Nancy suggests a “Historian” is necessary to sort and organize old records (i.e. throw sh** out). There are 2 drawers full of MESA stuff. We also should email to ask anybody else who may have MESA/TME items floating around. We will plan a date to do this, such as a Saturday, with cervezas. It will be useful to have the TME/MESA computer available for record keeping.

TO DO’s

BRIAN
- will organize schedule for BEGLES meetings
- post BEGLES & MESA lunches to online calendar
- contact Raj about the listserve

JAKE
- organize MESA lunches
- prepare final report on Dec. ’01 book sale
- speak with Chris about last year’s book sale
- contact S. Region lady about “Call for articles” (TME)
- (TME) get it online

NANCY
- (TME) help Amy copy-edit
- (TME) get issue to the printer
- (TME) ask Andy about (oops I didn’t write any more…)
- (TME) figure out who gets paper version of TME, who gets e-version

LISA
- email faculty to either (a) talk about & handout MESA flyers or (b) schedule one of us to do so
- (TME) get e-mail list from Keith (or ask Chris to??)

SUMMER
- continue preparation for RESA exam
- communicate with Shannon & Kelli about their interest in attending MESA meetings regarding scheduling/announcing colloquia (and ??)

AMY
- (TME) Call Chris about contact with the 2 authors
- (TME) acquire 1 (or 2) articles
- (TME) Consider/Schedule meeting with mentors about the journal process
  o Kilpatrick, P. Wilson, J. Wilson
  o All interested “staff”, “editors”, and “reviewers”
  o Early March (?)

(unassigned)
- (TME) cut & paste everything into Word document
- (TME) cover design
- (TME) print labels, stick, and mail

Next Agenda
- Colloquim update – invite Shannon/Kelli
- MESA Spring 2002 goals
  - Such as begin planning the next elections: (1) transition period (2) required NCTM membership
- BEGLES update. $ to Wilson’s for snacks and drinks.
- Schedule “Historian” Saturday, once TME/MESA computer set
- TME
  - Review state of TME Vol. 11 No. 2
  - Schedule Mar. meeting with Kilpatrick/Wilson(s) & editors/reviewers/etc.
  - Organize “call for articles”

Next Meeting
3:00 – 4:00 pm on February 8, 2002 at JW (to be followed by BEGLES)