



ATMNE

Association of Teachers of Mathematics in New England

ATMNE Fall Conference Final Report

November 6 & 7, 2008
Holiday Inn by the Bay
Portland, ME



Committee: Conference
Submitted by: William Bowdish
Attendance: over 600 registrations
Total Net Profit: \$37,184.00
ATMNE Share: \$22,310.40
ATOMIM Share: \$14,873.60

Summary of Conference Preparation (*before conference*) & Summary of Conference Activities (*during conference*):

Refer to the ATMNE Conference Committee Procedures document, which is maintained by the chair of the Conference Policy & Procedures Committee. This document is also available on the ATMNE web site.

Problems:

- 1) Publicity documents were slow to be produced. Superintendents were not notified 1 year in advance.
- 2) Fees were not collected for some sponsored sessions.
- 3) Some purchase orders were outstanding for a long time.
- 4) As a result of 3), the financial report could not be written until April 2009.
- 5) It was difficult to keep track of financial categories in detail. Numerous deposits became "miscellaneous".
- 6) Walkie talkies were rented but barely used.
- 7)

Suggestions:

- 1) Merge duties of publicity and web communication committees
- 2) Replace walkie talkies with cell phones
- 3) Equally divide registration responsibilities among all three committee members. Insure that at least one member is spreadsheet savvy.
- 4) Improve record keeping of sponsored sessions.
- 5) Do not accept purchase orders.
- 6) Clearly identify credit and debit categories.

Number of Committee Members (*e.g.* 3): 2

Increase to: Decrease to: No Change: ✓

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)

Submit sample correspondences and forms to W. Bowdish, ATMNE Conference Policy & Procedures Committee Chair. These documents will be used as templates for future ATMNE conferences. Electronic form is preferred.



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Holiday Inn by the Bay

Portland, ME



Committee: Equipment & Technology

Submitted by: David Heckman

Summary of Conference Preparation (*before conference*):

- 1) Visit site
- 2) Obtain technology requests from program chair
- 3) Order audio visual equipment from provider (Headlight)
- 4) Order calculators
- 5) Email speakers who requested calculators
- 6) Create schedule
- 7)

Summary of Conference Activities (*during conference*):

- 1) Deliver calculators to speakers' rooms
- 2) Pick up calculators at the end of sessions
- 3) Troubleshoot problems
- 4)
- 5)
- 6)
- 7)

Problems:

- 1) Needed more powerful LCD projectors for larger rooms
- 2) Needed sound system wire for speaker (didn't request it)
- 3) Speaker wanted calculators even though they weren't ordered; had to unpack a set
- 4) iNspire requests didn't indicate CAS or not
- 5)
- 6)
- 7)

Suggestions:

- 1) Need to be clearer on requests for equipment and calculators
- 2) Maybe there should be a check list and a form to keep for the committee
- 3)
- 4)
- 5)
- 6)
- 7)

Number of Committee Members (*e.g.* 3): 2

Increase to:

Decrease to:

No Change: ✓

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
- 2)
- 3)
- 4)
- 5)

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Committee: Hospitality

Submitted by: Ellen Greeke

Summary of Conference Preparation (*before conference*):

- 1) Contact Convention & Visitors Bureau of Greater Portland for information about visitor guides and maps
- 2) Contact DownEast Publications to request complimentary copies of DownEast magazines to have at Hospitality Table
- 3) Contact Maine businesses both directly and/or in writing (on Conference letterhead) to donate items for drawing at dinner
- 4) Pick up donated items at businesses
- 5) Pick up visitor guides and maps at Convention & Visitors Bureau of Greater Portland on the way to the Conference

Summary of Conference Activities (*during conference*):

- 1) Set up Hospitality Table next to registration
- 2) Answer questions for attendees, including where to go to dinner, places to shop, "where is my next workshop located?", etc.
- 3) Provide space for handouts, conference pencils and magnets, visitors guides and maps, complimentary DownEast Magazines, coupons, and \$\$ off at Portland businesses, educational materials, etc.
- 4) Make sure someone available to be at the hospitality table to answer questions
- 5) Write thank-you letters to businesses on conference letterhead
- 6)
- 7)

Problems:

- 1)
- 2)

Suggestions:

- 1) Drawing items at dinner was a big hit and should continue next time
- 2) Location of hospitality table in registration area helpful

Number of Committee Members (*e.g.* 3): 2

Increase to:

Decrease to:

No Change:

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
- 2)
- 3)
- 4)
- 5)

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Portland, ME



Committee: Program

Submitted by: Tad Johnston

Summary of Conference Preparation (*before conference*):

- 1) Recruit Committee Members from all affiliates (April-May Board meeting the year before would be ideal)
- 2) Work with all committees to establish type (length of session) desired, dates and times for conference, and space available to determine the details needed for speaker proposal letter
- 3) Draft and have the committee review the speaker proposal form (have by Fall Conference date)
- 4) Committee members send out email proposal forms across their states to begin recruiting immediately following the fall conference, electronic submissions are encouraged. The forms went to a single individual.
- 5) Committee brainstorms and invites one or a few “key” speakers.
- 6) Publishers are invited to submit sponsored sessions at \$300 per session or to sponsor the appearance of a “name speaker”. For example, in 2008 Cathy Fosnot was sponsored by Heinemann and TI, Key Curriculum Press, Glencoe, etc. featured products in sponsored sessions. Sponsored sessions were targeted at 10% of total sessions.
- 7) Submissions are entered in a spreadsheet and shared among the committee. Gaps are identified and specific individuals approached or targeted appeals go out to affiliates, especially those states that seem under-represented.
- 8) The committee meets in person to select the speakers for the conference (late April, but should have been earlier, like March).
- 9) Invitations sent out to chosen speakers with registration information and request for confirmation.
- 10) Substitute invitations sent out to replacements for selected speakers who cannot attend or cannot commit.
- 11) Notification sent out to speakers who were not selected.
- 12) Speakers asked to produce an introduction to be read by session student host/helper.
- 13) Create list of calculator needs for equipment & technology committee.
- 14) Create schedule with rooms and times
- 15) Reconfirm with all speakers with session description, time, location and room description (# of seats and seating arrangement).
- 16) Give speaker list and featured speaker list to publicity committee.
- 17) Produce session schedule with descriptions for program.
- 18) Update all information as participation changes.

Summary of Conference Activities (*during conference*):

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Problems:

- 1)
- 2)
- 3)
- 4)
- 5)



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Committee: Program (continued from previous page)

Summary of Conference Activities (*during conference*):

- 1) Make sure speakers are registered and present
- 2) Check in with speakers to say, "thanks," as much as possible
- 3) Be available to help speakers with last-minute issues (have overheads and markers available, paper and masking tape as well)

Summary of Conference Activities (*after conference*):

- 1) Draft and send letters of acknowledgement to speakers (solicit specific, individual comments from committee members)
- 2) Share speaker list and contacts with the following conference program committee

Problems:

- 1) Registration - hard to keep track of whether speakers were registered, especially those who were not lead speakers
- 2) Many speakers did not understand details - they needed to register as speakers (acceptance letter from the Program Chairs was not enough), they needed to bring their own LCD projectors were the two that stood out
- 3) It was hard to get the committee together for program selection
- 4) It was difficult to divide the detail work. It is easier for the person who has the data base to do the contacts, maintain the list, build the schedule, and do the communication but it makes for a big job. A single point of contact is easier for speakers and it is just as easy to each contact job as it easy to send a message to someone else to do it
- 5) Last minute cancellations
- 6) One speaker lost track of the time and did not make his session (was registered and in the building)
- 7) Deciding which sessions need to be sponsored sessions and which are regular sessions.



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Committee: Program (continued from previous page)

Suggestions:

- 1) Figure out an easy way to check registration list before the conference and contact those not registered one month out. One will need to set this up with registration chair. It may be comparing two alphabetical lists would be quick enough to make it work easily.
- 2) Continue to try to make the communication more explicit.
- 3) Email worked well for most committee functions, but the selection process has a lot of steps and requires a lot of visual sorts and balancing that is hard to do by phone. Suggest a face-to-face is still important for this function.
- 4) Recruit specific computer skills for the committee - mail merge, sorts, and queries. This would make it possible to spread out the administrative work load. Ideally, these would mainly be people from the host affiliate or co-chairs. As a chair, one really should be able to see the whole picture and this means being able to read and manipulate whatever data format is used.
- 5) Have some people willing to be replacement speakers in the wings. Hold the final program as long as possible so substitutes get full recognition.
- 6) See the decisions made at the 2008 conference. Basically, if a session requires that a participant has the product utilized to do the activities in the session (there are no substitutes), the session should be a sponsored session. If the activities are not specific to the product, then a session can be a regular session. An *Investigations* Users Group focused on a particular unit would be a sponsored session. A workshop on data that uses *Investigations* activities that may be adaptable by people who are not using *Investigations* would be a regular session. There will always be "gray areas" that will require decisions by the committee. These decisions should be made by a committee rather than by an individual.
- 7) Local recruitment really helps - the non-host affiliate members did a great job of recruiting in their states so we had pretty good balance (only CT was a bit light). We had approximately 40% more proposals than we had slots. This is a key role of non-host affiliate members!
- 8) Have two members per affiliate, one elementary and one secondary, and two chairs - both of which are on the same computer platform and have computer skills needed. These people should also be close together so they can touch base in person.

Number of Committee Members (e.g. 3): 11

Increase to:

Decrease to:

No Change:

Names Of Committee Members To Recommend For Future Leadership Roles

- 1) Janice Kowalczyk
- 2) Nancy Buell

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Committee: Registration

Submitted by: Karen Choate

Summary of Conference Preparation (*before conference*):

- 1) Set up database for input and output information
- 2) Collect registration information - generally by US mail
- 3) Input registration information into database
- 4) Collect membership data from affiliates to compare to registration information and contact registrant if information differs
- 5) Email confirmation to all registered by 2 weeks ahead of conference
- 6) Send checks collected regularly to treasurer
- 7) Set up invoices for purchase orders and mail to appropriate source

Summary of Conference Activities (*during conference*):

- 1) Set up registration table(s)
- 2) Check in registrants
- 3) Register those who are not in the database or those who show up as walk-ins
- 4) Collect money for dinners sold (or lunches) - should have extra lunch tickets for vendors (programs too) and bills being paid
- 5) Dispense name tags, booklets, meal ticket
- 6) Staff the table as conference resource and trouble shooter

Problems:

- 1) Given that one computer is the source of the database unless the committee members are at the same school more than one person data entering is virtually impossible.
- 2) Maybe the registrar should have an email that is just for the conference like a yahoo account so that confidentiality is maintained but communication is available.
- 3) There are always people that show up unregistered due to lack of "main office" communication. We need a place to check to see that you are registered before it is too late.
- 4) Email confirmation to yahoo accounts, if given in bulk, will get sent to spam so registrants need to know that ahead of time and set up accounts accordingly
- 5) Purchase Orders are a pain in the neck but necessary even sending invoices early does not necessarily get bills paid sooner

Suggestions:

- 1) Those doing registration can be considered committee members but their primary job is checking people in on the days of the conference and therefore the committee numbers will vary.
- 2) The last time it was in Maine I created a one page mail merge that contained a name tag, any meal tickets or workshop tickets, a receipt and form for the state membership people and receipt for me.
- 3) This form did not get created this year as we had someone to print the name tags and it would have been a duplication of efforts. It may be easier to coordinate with the other affiliates if their membership people are there to take the list of names home.

Number of Committee Members (e.g. 3):

Increase to:

Decrease to:

No Change:

Names Of Committee Members To Recommend For Future Leadership Roles

- 1) Pam Rawson
- 2) Shawn Towle
- 3) Nancy Philbrick

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Committee: Session & Workshop Support

Submitted by: Bob McCully

Summary of Conference Preparation (*before conference*):

- 1) Worked with student hosts committee to recruit student volunteers
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Summary of Conference Activities (*during conference*):

- 1) Checked with speakers in all rooms and solved problems
- 2) Relieved people who were covering registration
- 3)
- 4)
- 5)
- 6)
- 7)

Problems:

- 1) Walkie-talkie issued but not used
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Suggestions:

- 1) Use cell phone instead of walkie-talkies
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Number of Committee Members (*e.g.* 3): 1

Increase to:

Decrease to:

No Change: ✓

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
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Committee: Signs

Submitted by: Donna Hardt & Steve Yurek

Summary of Conference Preparation (*before conference*):

- 1) Began communicating via e-mail during the spring of 2008
- 2) Agreed that Donna would prepare all the session and workshop signs and Steve would prepare the poster board to receive these signs
- 3) Prepare each sheet of poster board containing all the session/workshop signs that would be needed for the entire conference
- 4) Donna and Steve assembled and hung the signs on the evening of the first day of the conference
- 5) Printed all the direction signs and displayed them on easels or on the hotel walls
- 6) Prepared name tags for each conference attendee and speaker
- 7) On eve of conference, enlisted entire committee to organize name tags into the plastic sleeves and placed appropriate meal tickets into the sleeves
- 8) Visited hotel a few weeks prior to the conference. Checked with hotel about sign policy

Summary of Conference Activities (*during conference*):

- 1) At the end of each day, removed information about that day, thus exposing information for the following day
- 2) Worked at registration table, printing new name tags and helping with registration duties

Problems:

- 1) Failed to bring a box of nametags

Suggestions:

- 1) Bringing a printer and laptop was one of the better decisions that was made
- 2) Bring markers, scissors, paper, tape, rulers, box of nametags, etc.
- 3)
- 4)
- 5)
- 6)
- 7)

Number of Committee Members (*e.g.* 3): 2

Increase to:

Decrease to:

No Change: ✓

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
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Committee: Student Hosts

Submitted by: Paula Hodgkins

Summary of Conference Preparation (*before conference*):

- 1) Get permission from district superintendent, HS & MS principals, and transportation director.
- 2) Create parental permission slips and community service forms.
- 3) Sign up student hosts. This takes hours and requires a lot of communication using email, "Facebook", phone calls, posters, other school staff, student parents, athletic coaches, theatre and music directors, etc.
- 4) Create t-shirt design and order.
- 5) Try to find a sponsor to cover the cost of t-shirts and transportation. Work with the program committee to design host coverage for each conference session, lobby and technical support. Two schedule forms are needed: One from the conference perspective and one from the individual hosts perspective.
- 6) Set up a student host schedule that allows each student to get the most from the various educational offerings. i. e. High School seniors who were strong in math hosted the 9-16+ sessions, HS students interested in becoming elementary teachers hosted K-6 sessions, .
- 7) Arrange for lunch, snacks, and a space for student hosts during the conferences.
- 8) Arrange for student transportation to the conference.
- 9) Create hotel maps and individual student hosts lists of sessions for their day.
- 10) Create and distribute student host responsibilities, sessions maps, and conference expectations sheets.
- 11) Distribute t-shirts and collect permission slips

Summary of Conference Activities (*during conference*):

- 1) Meet the students at the school and ride the school bus with them to the conference.
- 2) Give students a tour of the conference center and meet conference chairpersons and hotel staff they will need to support.
- 3) Check sessions to make sure the student hosts are performing their duties, make changes in hosts due to changes in session numbers, and help students solve the numerous problems that arise at a conference.
- 4) Make sure that food, snacks, and breaks are given to students. Also monitor the free time use of students.
- 5) Ride back to school with the students on the school bus and make sure that they all get picked up by parents.

Problems:

- 1) All restaurant sponsors backed out
- 2) Not being on staff at the school from which the student hosts were coming.

Suggestions:

Number of Committee Members (*e.g.* 3):

Increase to:

Decrease to:

No Change:

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
- 2)
- 3)
- 4)

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Committee: Volunteers

Submitted by: Wendy Hodgdon

Summary of Conference Preparation (*before conference*):

- 1) Solicited adult and student volunteers
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Summary of Conference Activities (*during conference*):

- 1) The adult volunteers covered registration posts, collected tickets, assisted with lunch distribution, and assisted conference attendees at the hospitality table.
- 2)
- 3)

Problems:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Suggestions:

- 1) Communicate with chairs earlier to better define the areas where volunteers are needed.
- 2) More actively solicit volunteers
- 3)
- 4)
- 5)
- 6)
- 7)

Number of Committee Members (*e.g.* 3): 1

Increase to:

Decrease to:

No Change:

Names Of Committee Members To Recommend For Future Leadership Roles

- 1)
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Committee: Web Communication

Submitted by: Janice Kowalczyk

Summary of Conference Preparation (*before conference*):

- 1) Committee met (conference call) to discuss schedule, tasks and roles. Each member chose 2 states for conducting web communications.
- 2) Each member contacted chosen states to determine persons to communicate with and availability of email lists to send to.
- 3) Committee sent at least two "save the date" announcements to state contacts and email lists.
- 4) Sent additional announcements to state contacts and email lists.

Summary of Conference Activities (*during conference*):

- 1) not applicable
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Problems:

- 1) It was somewhat challenging to find the right state contacts and determine which affiliate email lists would be available to us
- 2) The publicity committee sometimes lagged in getting announcements to the web communication committee. Instead of waiting we would just craft our own announcements
- 3) Publicity announcements often had to be reworked to be used in an email format. Links to registration on the web should be used as soon as they are available

Suggestions:

- 1) Put communications with the web communication committee on the publicity committees' schedule (if it is not already there)

Number of Committee Members (*e.g.* 3): 3

Increase to:

Decrease to:

No Change: ✓

Names Of Committee Members To Recommend For Future Leadership Roles

- 1) Lynn Ratakansky
- 2) Gina Kilday
- 3)
- 4)
- 5)

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ATMNE Conf 2008 Category Detail Report
 1/1/08 through 4/20/09

Date	Num	Payee	Memo	Category	C l r	Amount
Income/Expenses						
Income						
<u>ATMNE 2008 Admin Conf Income</u>						
11/18/08	DEP	ATOMIM	registration	ATMNE 2008 Admin Conf Income	R	2,530.00
Total ATMNE 2008 Admin Conf Income						2,530.00
<u>ATMNE Conference 2008 Income:</u>						
<u>Board Meeting Meals</u>						
12/24/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Board Meeting Meals	R	513.21
Total Board Meeting Meals						513.21
<u>Dinner</u>						
8/22/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Dinner	R	112.00
9/11/08	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Dinner	R	140.00
10/17/08	DEP	ATOMIM	9	ATMNE Conference 2008 Income:Dinner	R	252.00
10/17/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Dinner	R	112.00
10/22/08	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Dinner	R	140.00
10/28/08	DEP	ATOMIM	10	ATMNE Conference 2008 Income:Dinner	R	280.00
11/28/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Dinner	R	84.00
12/1/08	DEP	ATOMIM	7	ATMNE Conference 2008 Income:Dinner	R	196.00
12/3/08	DEP	ATOMIM	10	ATMNE Conference 2008 Income:Dinner	R	280.00
12/8/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Dinner	R	168.00
12/8/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Dinner	R	168.00
12/9/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Dinner	R	168.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Dinner	R	28.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Dinner	R	28.00
12/15/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Dinner	R	112.00
1/5/09	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Dinner	R	84.00
1/21/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Dinner	R	28.00
3/5/09	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Dinner	R	56.00
Total Dinner						2,436.00
<u>ESANE</u>						
2/23/09	DEP	ATOMIM		ATMNE Conference 2008 Income:ESANE	R	5,000.00
Total ESANE						5,000.00
<u>Miscellaneous</u>						
11/26/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	710.00
11/26/08	DEP	ATOMIM	Balomenos sponsorship	ATMNE Conference 2008 Income:Miscellaneous	R	600.00
11/28/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	44.00
12/3/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	152.00
12/8/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	10.00
12/8/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	370.00
12/15/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	505.00
1/5/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	134.00
3/14/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous	R	107.00

ATMNE Conf 2008 Category Detail Report

1/1/08 through 4/20/09

Date	Num	Payee	Memo	Category	C l r	Amount
3/17/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous		32.00
4/3/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Miscellaneous		70.00
Total Miscellaneous						2,734.00
<u>Overpayment</u>						
10/28/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	373.50
12/9/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	259.00
12/15/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	12.00
12/15/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	14.00
1/5/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	263.00
1/21/09	DEP	ATOMIM		ATMNE Conference 2008 Income:Overpayment	R	98.00
Total Overpayment						1,019.50
<u>Registration:</u>						
<u>Committee:</u>						
<u>One Day</u>						
12/8/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:One Day	R	12.00
Total One Day						12.00
<u>Two Days</u>						
10/22/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	24.00
10/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	24.00
11/26/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	24.00
12/3/08	DEP	ATOMIM	17	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	2,550.00
12/3/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	48.00
12/9/08	DEP	ATOMIM	58	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	8,700.00
12/15/08	DEP	ATOMIM	14	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	2,100.00
12/15/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	48.00
1/5/09	DEP	ATOMIM	22	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	3,300.00
1/21/09	DEP	ATOMIM	12	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	1,800.00
1/21/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days	R	24.00
3/17/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days		150.00
3/22/09	DEP	ATOMIM	1	(Ricardo Murallo insufficient funds re		150.00
4/3/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Committee:Two Days		150.00
Total Two Days						19,092.00
Total Committee						19,104.00
<u>Regular:</u>						
<u>Fri</u>						
10/17/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	240.00
10/22/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	80.00
10/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	80.00
11/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	100.00

ATMNE Conf 2008 Category Detail Report

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Date	Num	Payee	Memo	Category	C r	Amount
12/3/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	100.00
12/8/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	240.00
12/9/08	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	400.00
12/9/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	300.00
12/15/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	160.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	80.00
12/15/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	400.00
12/15/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	320.00
12/15/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	600.00
1/5/09	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	500.00
1/21/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	80.00
2/23/09	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	300.00
2/23/09	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	400.00
3/17/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Fri	R	80.00
Total Fri						4,460.00
<u>Thu</u>						
10/28/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	200.00
11/26/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	120.00
11/28/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	200.00
11/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	120.00
12/3/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	100.00
12/8/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	120.00
12/8/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	100.00
12/9/08	DEP	ATOMIM	11	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	1,100.00
12/9/08	DEP	ATOMIM	12	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	1,440.00
12/15/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	200.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	120.00
12/15/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	240.00
12/15/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	600.00
12/15/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	720.00
1/5/09	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	600.00
1/5/09	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	240.00
1/21/09	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Thu	R	300.00
Total Thu						6,520.00
<u>Two Days</u>						
8/22/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	750.00
9/11/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	900.00
10/17/08	DEP	ATOMIM	11	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	1,650.00
10/17/08	DEP	ATOMIM	27	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	4,050.00
10/22/08	DEP	ATOMIM	17	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	2,550.00
10/28/08	DEP	ATOMIM	22	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	3,300.00
11/26/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	450.00
11/28/08	DEP	ATOMIM	10	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	1,500.00
12/1/08	DEP	ATOMIM	27	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	4,050.00
12/8/08	DEP	ATOMIM	23	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	3,450.00
12/8/08	DEP	ATOMIM	34	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	5,100.00
12/15/08	DEP	ATOMIM	10	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	1,500.00
12/15/08	DEP	ATOMIM	40	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	6,000.00
3/5/09	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	300.00
3/14/09	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Regular:Two Days	R	300.00
Total Two Days						35,850.00

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 1/1/08 through 4/20/09

Date	Num	Payee	Memo	Category	C l r	Amount
Total Regular						46,830.00
<u>Speaker:</u>						
<u>One Day</u>						
10/17/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	48.00
10/22/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	72.00
10/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	12.00
11/28/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	36.00
12/3/08	DEP	ATOMIM	5	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	60.00
12/8/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	72.00
12/8/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	24.00
12/9/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	12.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	12.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:One Day	R	12.00
Total One Day						360.00
<u>Two Days</u>						
8/22/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	72.00
9/11/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	96.00
10/17/08	DEP	ATOMIM	12	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	288.00
10/22/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	72.00
11/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	24.00
12/1/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	144.00
12/3/08	DEP	ATOMIM	6	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	144.00
12/8/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	96.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	24.00
12/15/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	96.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	24.00
3/14/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Speaker:Two Days	R	24.00
Total Two Days						1,104.00
Total Speaker						1,464.00
<u>Student:</u>						
<u>One Day</u>						
10/22/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:One Day	R	50.00
11/28/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:One Day	R	50.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:One Day	R	50.00
12/15/08	DEP	ATOMIM	3	ATMNE Conference 2008 Income:Registration:Student:One Day	R	150.00
3/16/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:One Day	R	50.00
Total One Day						350.00
<u>Two Days</u>						
10/22/08	DEP	ATOMIM	4	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	320.00
11/28/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	160.00
12/3/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	80.00

ATMNE Conf 2008 Category Detail Report

1/1/08 through 4/20/09

Date	Num	Payee	Memo	Category	C r	Amount
12/8/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	160.00
12/8/08	DEP	ATOMIM	2	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	160.00
12/15/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:Two Days	R	80.00
3/16/09	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student:Two Days		80.00
Total Two Days						1,040.00
<u>Student - Other</u>						
10/17/08	DEP	ATOMIM	1	ATMNE Conference 2008 Income:Registration:Student	R	80.00
Total Student - Other						80.00
Total Student						1,470.00
Total Registration						68,868.00
<u>Sponsored Session</u>						
8/4/08	DEP	ATOMIM	Key Curriculum Press	ATMNE Conference 2008 Income:Sponsored Session	R	300.00
9/13/08	DEP	ATOMIM		ATMNE Conference 2008 Income:Sponsored Session	R	300.00
10/17/08	DEP	ATOMIM	Texas Instruments (2)	ATMNE Conference 2008 Income:Sponsored Session	R	600.00
Total Sponsored Session						1,200.00
Total ATMNE Conference 2008 Income						81,770.71
Total Income						84,300.71
<u>Expenses</u>						
<u>ATMNE 2008 Admin Conf Expense</u>						
10/9/08	326	Jackie Mitchell	books	ATMNE 2008 Admin Conf Expense	R	-1,100.00
11/14/08	337	Jackie Mitchell	books	ATMNE 2008 Admin Conf Expense	R	-68.55
11/22/08	338	Gwen Zimmerman	airfare	ATMNE 2008 Admin Conf Expense	R	-457.50
11/22/08	338	Gwen Zimmerman	parking	ATMNE 2008 Admin Conf Expense	R	-22.00
11/29/08	339	John Carter	mileage	ATMNE 2008 Admin Conf Expense	R	-42.12
11/29/08	339	John Carter	parking	ATMNE 2008 Admin Conf Expense	R	-34.00
11/29/08	339	John Carter	airfare	ATMNE 2008 Admin Conf Expense	R	-457.50
12/6/08	342	Holiday Inn By the Bay	breakfast John Carter & Gwen Zimmermann	ATMNE 2008 Admin Conf Expense	R	-26.15
12/6/08	342	Holiday Inn By the Bay	lunch	ATMNE 2008 Admin Conf Expense	R	-729.69
3/16/09	377	Jackie Mitchell		ATMNE 2008 Admin Conf Expense		-86.10
Total ATMNE 2008 Admin Conf Expense						-3,023.61
<u>ATMNE Conference 2008 Expenses:</u>						
<u>Equipment</u>						
12/6/08	342	Holiday Inn By the Bay		ATMNE Conference 2008 Expenses:Equipment	R	-3,450.00
Total Equipment						-3,450.00
<u>Hotel</u>						
2/6/08		Holiday Inn By the Bay	deposit payment 1 of 3	ATMNE Conference 2008 Expenses:Hotel	R	-1,666.67

ATMNE Conf 2008 Category Detail Report

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Date	Num	Payee	Memo	Category	C r	Amount
6/28/08	312	Holiday Inn By the Bay	deposit payment 2 of 3	ATMNE Conference 2008 Expenses:Hotel	R	-1,666.67
9/8/08	322	Holiday Inn By the Bay	deposit payment 3 of 3	ATMNE Conference 2008 Expenses:Hotel	R	-1,666.67
12/6/08	342	Holiday Inn By the Bay	rooms C. Hillman-Forbush, T. Johnston	ATMNE Conference 2008 Expenses:Hotel	R	-847.44
12/6/08	342	Holiday Inn By the Bay	Casco Bay Hall room rental (exhibitors)	ATMNE Conference 2008 Expenses:Hotel	R	-3,000.00
Total Hotel						-8,847.45
<u>Hotel Rooms</u>						
12/18/08	348	Steve Yurek		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-142.00
12/18/08	349	Dave Heckman		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-284.00
12/23/08	352	Ellen Greeke		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-142.00
12/23/08	353	Nancy Philbrick		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-142.00
12/23/08	354	Lynn Rakatansky		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-71.00
12/23/08	355	Gina Kilday		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-71.00
12/24/08	356	Janice Kowalczyk		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-142.00
1/21/09	358	Donna Hardt		ATMNE Conference 2008 Expenses:Hotel Rooms	R	-142.00
Total Hotel Rooms						-1,136.00
<u>Meals</u>						
6/28/08	303	W. Tad Johnston		ATMNE Conference 2008 Expenses:Meals	R	-84.99
7/21/08	319	Cynthia Hillman-Forbush		ATMNE Conference 2008 Expenses:Meals	R	-20.00
7/21/08	321	William Bowdish	lunch at Holiday Inn for comm members	ATMNE Conference 2008 Expenses:Meals	R	-215.50
12/6/08	342	Holiday Inn By the Bay	ATMNE Board & Conf Co-Chairs dinner	ATMNE Conference 2008 Expenses:Meals	R	-1,026.41
12/6/08	342	Holiday Inn By the Bay	lunch Thu.	ATMNE Conference 2008 Expenses:Meals	R	-7,105.46
12/6/08	342	Holiday Inn By the Bay	breakfast Thu.	ATMNE Conference 2008 Expenses:Meals	R	-2,831.86
12/6/08	342	Holiday Inn By the Bay	dinner Thu.	ATMNE Conference 2008 Expenses:Meals	R	-3,318.22
12/6/08	342	Holiday Inn By the Bay	dinner Thu. (bar bill)	ATMNE Conference 2008 Expenses:Meals	R	-80.00
12/6/08	342	Holiday Inn By the Bay	lunch Fri.	ATMNE Conference 2008 Expenses:Meals	R	-7,174.44
12/6/08	342	Holiday Inn By the Bay	breakfast Fri.	ATMNE Conference 2008 Expenses:Meals	R	-2,831.86
Total Meals						-24,688.74
<u>Mileage</u>						
6/28/08	301	Nancy Buell		ATMNE Conference 2008 Expenses:Mileage	R	-44.00
7/3/08	314	William Bowdish		ATMNE Conference 2008 Expenses:Mileage	R	-24.00
7/21/08	315	Donna Hardt		ATMNE Conference 2008 Expenses:Mileage	R	-67.20
7/21/08	316	Ellen Greeke		ATMNE Conference 2008 Expenses:Mileage	R	-68.00
7/21/08	317	David Heckman		ATMNE Conference 2008 Expenses:Mileage	R	-48.00
7/21/08	318	Dave Galli		ATMNE Conference 2008 Expenses:Mileage	R	-15.60
7/21/08	319	Cynthia Hillman-Forbush		ATMNE Conference 2008 Expenses:Mileage	R	-216.00
7/21/08	320	Steve Yurek		ATMNE Conference 2008 Expenses:Mileage	R	-123.20
7/21/08	321	William Bowdish		ATMNE Conference 2008 Expenses:Mileage	R	-27.20
Total Mileage						-633.20
<u>Miscellaneous</u>						
11/2/08	333	Ellen Greeke	printing of David Mumford flyers	ATMNE Conference 2008 Expenses:Miscellaneous	R	-55.00
11/2/08	333	Ellen Greeke	mailing of CD	ATMNE Conference 2008 Expenses:Miscellaneous	R	-1.68
11/6/08	334	Tad Johnston	xerox copies	ATMNE Conference 2008 Expenses:Miscellaneous	R	-26.55
11/6/08	334	Tad Johnston	printer cartridge	ATMNE Conference 2008 Expenses:Miscellaneous	R	-14.69
12/2/08	340	Ellen Greeke		ATMNE Conference 2008 Expenses:Miscellaneous	R	-3.78
12/11/08	344	Tad Johnston		ATMNE Conference 2008 Expenses:Miscellaneous	R	-72.94

ATMNE Conf 2008 Category Detail Report
 1/1/08 through 4/20/09

Date	Num	Payee	Memo	Category	C r	Amount
Total Miscellaneous						-174.64
<u>Overpayment</u>						
10/23/08	328	Rutland School District		ATMNE Conference 2008 Expenses:Overpayment	R	-358.50
10/24/08	330	Lynn Prentiss		ATMNE Conference 2008 Expenses:Overpayment	R	-244.00
Total Overpayment						-602.50
<u>Pre-Conf Booklet:</u>						
<u>Postage</u>						
9/13/08	323	Bangor Letter Shop		ATMNE Conference 2008 Expenses:Pre-Conf Booklet:Postage	R	-1,917.30
9/20/08	325	Bangor Letter Shop		ATMNE Conference 2008 Expenses:Pre-Conf Booklet:Postage	R	-7.05
Total Postage						-1,924.35
<u>Printing</u>						
9/13/08	323	Bangor Letter Shop		ATMNE Conference 2008 Expenses:Pre-Conf Booklet:Printing	R	-1,177.70
Total Printing						-1,177.70
Total Pre-Conf Booklet						-3,102.05
<u>Refund</u>						
10/25/08	331	Educational Service Center		ATMNE Conference 2008 Expenses:Refund	R	-150.00
12/16/08	345	Rutland City School District		ATMNE Conference 2008 Expenses:Refund	R	-150.00
12/16/08	346	VOIDChristine Payson		ATMNE Conference 2008 Expenses:Refund	R	0.00
12/17/08	347	Judith Lindsey		ATMNE Conference 2008 Expenses:Refund	R	-178.00
12/18/08	351	Shelley Nutter		ATMNE Conference 2008 Expenses:Refund	R	-80.00
Total Refund						-558.00
<u>Registration</u>						
10/16/08	327	Karen Choate		ATMNE Conference 2008 Expenses:Registration	R	-6.92
Total Registration						-6.92
<u>Signs:</u>						
<u>Postage</u>						
12/4/08	341	Steve Yurek		ATMNE Conference 2008 Expenses:Signs:Postage	R	-1.85
Total Postage						-1.85
<u>Supplies</u>						
10/23/08	329	Donna Hardt		ATMNE Conference 2008 Expenses:Signs:Supplies	R	-55.40
12/4/08	341	Steve Yurek	posterboard, name tags	ATMNE Conference 2008 Expenses:Signs:Supplies	R	-452.95
Total Supplies						-508.35

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<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>C r</u>	<u>Amount</u>
Total Signs						<u>-510.20</u>
<u>Student Hosts</u>						
11/2/08	332	Paula Hodgkins	student T shirts	ATMNE Conference 2008 Expenses:Student Hosts	R	-275.00
11/7/08	335	Shawn Towle	bus transportation	ATMNE Conference 2008 Expenses:Student Hosts	R	-100.00
Total Student Hosts						<u>-375.00</u>
<u>Tolls</u>						
7/21/08	319	Cynthia Hillman-Forbush		ATMNE Conference 2008 Expenses:Tolls	R	-1.20
7/21/08	320	Steve Yurek		ATMNE Conference 2008 Expenses:Tolls	R	-7.20
Total Tolls						<u>-8.40</u>
Total ATMNE Conference 2008 Expenses						<u>-44,093.10</u>
Total Expenses						<u>-47,116.71</u>
Total Income/Expenses						<u><u>37,184.00</u></u>